

Workforce Administration Major Overview:

The Workforce Administration major focuses on equipping students with the knowledge and skills to manage human resources and optimize workforce operations in various organizational settings. The program emphasizes organizational behavior, employee relations, workforce planning, and strategic human resources management. Students learn to navigate challenges related to staffing, training, compliance, and performance management while promoting a positive work culture. Graduates are prepared to contribute to the development and implementation of effective workforce strategies in both public and private sectors.

Typical Industry Sectors:

1. Human Resources Management
2. Business and Corporate Administration
3. Government and Public Sector
4. Healthcare Administration
5. Nonprofit and Community Organizations

10 Sample Entry-Level Job Titles:

1. Human Resources Assistant
2. HR Coordinator
3. Staffing Specialist
4. Employee Relations Specialist
5. Workforce Planning Analyst
6. Training and Development Coordinator
7. Recruitment Assistant
8. Compensation and Benefits Assistant
9. Talent Acquisition Specialist
10. Payroll Administrator

5 Hard Skills:

1. HR Software Proficiency (e.g., HRIS, ADP)
2. Employee Benefits Management
3. Labor Law and Compliance Knowledge
4. Recruitment and Talent Acquisition
5. Performance Management Techniques

5 Soft Skills:

1. Communication
2. Conflict Resolution
3. Critical Thinking

4. Time Management
5. Negotiation

Additional Training or Certifications:

While a Workforce Administration degree provides a strong foundation, additional certifications, such as the Society for Human Resource Management (SHRM) certification or Certified Professional in Human Resources (PHR), can enhance career prospects. Some roles may require specific knowledge of labor laws, payroll systems, or performance management strategies.

Student and National Organizations:

1. [Society for Human Resource Management \(SHRM\)](#)
2. [National Human Resources Association \(NHRA\)](#)
3. [American Society for Training and Development \(ASTD\)](#)
4. [National Association of Colleges and Employers \(NACE\)](#)
5. [International Association for Human Resource Information Management \(IHRIM\)](#)