Typical HR responsibilities are focused in major areas such as recruiting and staffing, compensation and benefits, training and learning, labor and employee relations, and organization development. These areas all deal with helping employees in an organization perform more effectively and satisfactorily on the job.¹

The program’s upper division courses, offered by the Department of Management at the W. P. Carey School of Business, include classes that focus on staffing, employment law and human resources in a global setting. These courses prepare you for managing and developing the people in an organization.

Human Resources Degree Stats

- Overall employment of human resources, training, and labor relations managers and specialists is expected to grow 17% for all occupations through 2016.²
- The average human resources salary will vary greatly due to location, company, industry, experience, and benefits, but are expected to be in the W. P. Carey graduate range of $35,000 – $55,000.²

Job Titles and Careers for Human Resources Majors³

**Job Titles:**
- Human Resource Analyst
- Human Resource Manager
- Recruiting Manager
- Training Associate
- Recruiter
- Information Clerk
- Leadership Development Trainee
- Human Resource Specialist
- Employee Relations Manager
- Payroll Manager
- Employment Interviewers

**Human Resource Managers**
Human resource managers plan, direct, and coordinate the administrative functions of an organization. They oversee the recruiting, interviewing, and hiring of new staff; consult with top executives on strategic planning; and serve as a link between an organization’s management and its employees.

**Human Resource Specialists**
Human resource specialists recruit, screen, interview, and place workers. They also may handle human resources work in a variety of other areas, such as employee relations, payroll and benefits, and training.

**Human Resource Analysts**
Human resource analysts, often called management consultants, propose ways to improve an organization’s efficiency. They advise managers on how to make organizations more profitable through reduced costs and increased revenues.

**Employee Relations Managers**
Employee relations managers oversee employment policies in union and nonunion settings. They draw up, negotiate, and administer labor contracts that cover issues such as grievances, wages, benefits, and union and management practices. They also handle labor complaints between employees and management and coordinate grievance procedures.

**Payroll Managers**
Payroll managers supervise the operations of an organization’s payroll department. They ensure all aspects of payroll are processed correctly and on time. They administer payroll procedures, prepare reports for the accounting department, and resolve any payroll problems or discrepancies.

This includes finding and hiring employees, helping them grow and learn in the organization, and managing the process when an employee leaves. Human Resources takes care of people from the time they’re interested in the organization to long after they leave.

The W. P. Carey School of Business Department of Management is ranked in the top 5 internationally in terms of faculty published research in top journals. The department is ranked internationally in the number of most cited management scholars and its faculty members have also won numerous local and international teaching awards.

1. Please cite sources and references accordingly.
Recruiting Managers
Recruiting managers, sometimes called staffing managers, oversee the recruiting and hiring responsibilities of the human resources department. They often supervise a team of recruiters, and some take on recruiting duties when trying to fill high-level positions. They must develop a recruiting strategy that helps them meet the staffing needs of their organization and effectively compete for the best employees.

Employment Interviewers
Employment interviewers work in an employment office and interview potential applicants for job openings. They then refer suitable candidates to employers for consideration.

Human Resource Generalists
Human resource generalists handle all aspects of human resources work. They may have duties in all areas of human resources including recruitment, employee relations, payroll and benefits, training, and administration of human resources policies, procedures, and programs.

Labor Relations Specialists
Labor relations specialists interpret and administer a labor contract regarding issues such as wages and salaries, employee welfare, healthcare, pensions, and union and management practices. They also handle grievance procedures, which are a formal process through which employees can make complaints.

Placement Specialists
Placement specialists match employers with qualified jobseekers. They search for candidates who have the skills, education, and work experience needed for jobs, and they try to place those candidates with employers. They also may help set up interviews.

Recruitment Specialists
Recruitment specialists, sometimes known as personnel recruiters, find, screen, and interview applicants for job openings in an organization. They search for job applicants by posting job listings, attending job fairs, and visiting college campuses. They also may test applicants, contact references, and extend job offers.

Professional Publications

HR Magazine
shrm.org/Publications/hrmagazine/Pages/default.aspx

World at Work
worldatwork.org/waw/home/html/home.jsp

Human Resources
fwhs.mil/HRD

Student Organizations

Management Students Association (MSA)
asumsa.org

Entrepreneurs@ASU
facebook.com/EntrepreneursASU

Honors Management Experience

Students who are also enrolled in the Barrett Honors College can enhance their management studies through a series of contracts in their management courses and the completion of a baccalaureate thesis or creative project. Interested students may learn more about the Honors Management experience by contacting the Honors Advisor, Dr. James Moore by email at James.H.Moore@asu.edu or call 480-965-3230.

Human Resource Associates

Society for Human Resource Management
shrm.org

Professionals in Human Resources Association
pihra.org

National Association of Professional Employer Organizations
napec.org

1 Vault Career Library - Vault at www.vault.com
2 National Association of Colleges and Employers, Spring Salary Survey