



OVERVIEW

A Human Resources department assumes responsibility for a company's personnel sourcing and hiring, applicant tracking, skills development, employee training, benefits administration, work-life balance, and compliance with associated government regulations. HR implements strategies and policies relating to the management of individuals within that organization.

Specializations: Global Studies, Human Services, Leadership, Organizational Communication, Project Management, Social Media and Online Communication, Sports and Social Change

Department website: [College of Professional Studies](#)

SAMPLE JOB TITLES

Affirmative Action Coordinators	HR Coordinator
Arbitrators	HR Development Specialist
Compensation Manager/Specialist	HR Generalist
Customer Service	HR Information System Specialist
Director of HR*	Job Analysts / Position Classifier
Director of Industrial Relations*	Labor Relations Manger*
Employee Assistance Plan Manager*	Mediators
Employee Benefits Manager/Specialist*	Occupational Analyst
Employer Relations Representative	Recruitment Specialist
Employment Interviewer	Training and Development Manager/Specialist*
Employment/Placement Manager*	Training Manager/Specialist*
Equal Employment Opportunity (EEO) Officers*	Volunteer Coordinator (Non-Profit)
HR Consultant	

TYPES OF EMPLOYERS

Banks and financial institutions	Hotel, restaurant, and retail chains
Community agencies	Labor unions
Consulting firms	Manufacturing firms
Educational institutions	Military research organizations
Employment and staffing agencies	Nonprofit organizations
Federal government agencies including:	Other medium and large size organizations
Bureau of Labor	Private Foundations
Employment Security Commission	Professional employment organizations (PEOs)
Department of Labor	Public interest legal agencies
Hospitals and healthcare organizations	Test preparation companies

INTERNSHIPS

These sample titles can be used to research internship opportunities in the field.

Human Resources Intern
Human Resources part-time
Training and Development Internship
Customer Service Intern

To search for internship opportunities, login to [Husky Career Link](#), Career Services' online job and internship bank for opportunities with employers seeking to hire NU students.

CO-OPS

For more information, please visit the department's website.

Students enrolled in the *College of Professional Studies* may click [here](#) for co-op and internship information.

CAREER EXPLORATION & JOB POSTINGS

The following resources include various websites and campus resources that will aid you in exploring this career field and industry.

CAREER & JOB WEBSITES

[MassCIS – Massachusetts Information System](#)
[Bureau of Labor Statistics – Occupational Outlook Handbook](#)
[Vocational Biographies](#) (username: NE Univ; password: RAZDE)
[O*NET OnLine](#)
[Indeed.com](#)
[SimplyHired.com](#)
[Society for Human Resource Management](#)
[Jobs4HRr.com](#)

CAMPUS ORGANIZATIONS & ACTIVITIES

Resident Student Association (RSA)
Student Government Association
Council for University Programs (CUP)

**For additional student organizations click [here](#).*

**For additional student activities click [here](#).*

PROFESSIONAL ASSOCIATIONS

Find valuable industry information, job sites, and professionals in the field you may contact for informational interview requests and networking opportunities.

[Society for Human Resource Management](#)
[American Society for Training and Development](#)
[International Association for HR Information Management](#)
[International Personnel Management Association](#)

SOCIAL MEDIA

Sample LinkedIn.com Groups providing resources such as industry trends, company information, job listings, and networking opportunities within the field:

[Linked:HR \(#1 Human Resources Group\)](#)
[Talent Management Research and Best-Practices Network](#)
[Human Resources Professionals: THE "Unofficial" forum for SHRM](#)