

# Human Resources Careers For Liberal Arts Majors

Human Resources is an area within organizations that coordinates the human capital side of the business. An HR department may encompass a variety of functions depending on the structure and goals of the overall organization. The following are some areas that normally fall under the heading of HR: Training and Development, Recruitment/Employment, Employee Assistance Program, Compensation, Benefits, Diversity, Outplacement, and Labor Relations.

## Potential Job Functions

### Recruitment/Employment

- Collect application materials
- Screen resumes
- Perform reference and security checks
- Perform recruiting functions
- Train departments on hiring and interviewing process
- Conduct initial screening interviews
- Conduct orientation of new employees
- Assess staffing needs
- Write job descriptions

### Training and Development

- Develop training materials
- Present training sessions

### Compensation/Benefits

- Perform compensation analysis on positions
- Administer raises
- Explain benefits options to new and current employees
- Present benefit orientations
- Handle unemployment claims

### Outplacement

- Counsel employees on job search issues
- Perform exit interviews
- Track jobs leads
- Conduct interviewing/resume writing training sessions
- Teach supervisors how to terminate employees

## Skills Needed

- Excellent verbal and written communication skills
- Sense of confidentiality
- Public speaking and presentation skills
- Ability to use technology for training and presentations
- Understanding of employment law issues
- Ability to plan and organize presentations
- Familiarity with HR computer systems
- Ability to deal with details and paperwork
- Empathy

## Obtaining a Position

- Obtain HR skills and knowledge through practical experience (intern, Co-op, volunteer)
- Take Human Resources classes to supplement your Liberal Arts background
- Obtain a Master's degree in HR
- Conduct informational interviews with HR professionals
- Become involved in professional organizations such as SHRM
- Understand current trends/issues in HR

## Potential Job Titles

Affirmative Action Coordinator  
Arbitrator/Mediator  
Benefits Administrator  
Benefits Analyst  
Benefits Manager  
Compensation Manager  
Compensation Specialist  
Education/Training Specialist  
Employee Assistance Plan Manager  
Employee Development Specialist  
Employee Relations Representative  
Employment Interviewer  
Employment Specialist  
Equal Employment Opportunity representative  
Grievance Officer  
HR Informations Systems Specialist

HR Coordinator  
HR Manager  
HR Specialist  
Industrial Relations Specialist  
Interviewer  
Job Analyst  
Job Classification Specialist  
Personnel Administrator  
Staffing Specialist  
Position Classifier  
Recruiter  
Salary Administrator  
Service Coordinator  
Trainer  
Training and Development Manager  
Training Specialist

## Professional Associations

American Arbitration Association  
140 West 51<sup>st</sup> Street  
New York, NY 10020  
Adr.org

American Compensation Association  
14040 North Northsight Blvd.  
Scottsdale, AZ 85260  
www.acaonline.org

American Society for Training and  
Development  
1640 King Street  
Box 1443  
Alexandria, VA 22313  
www.astd.org

International Foundation of Employee  
Benefit Plans  
P.O. Box 69  
Brookfield, WI 53008-0069  
www.ifebp.org

International Personnel Management  
Association  
1617 Duke Street  
Alexandria, VA 22314  
www.ipma-hr.org

National Association of Personnel Services  
3133 Mt. Vernon Ave.  
Alexandria, VA 22305  
www.napsweb.org

Society for Human Resources  
606 North Washington Street  
Alexandria, VA 22314-1997  
[www.shrm.org](http://www.shrm.org)

## Student Group on Campus

Society for Human Resource Management  
<http://www.shrm.org/jobs/>

## Resources

DeGalan, Julie and Stephan Lambert. (1995). *Great Jobs for Psychology Majors*. VGM  
Career Horizons.