

# Communication Studies

What Can I Do With This Major?



**RELATED CAREER TITLES** Search for potential careers/jobs with these position titles.

**Media & Public**

Marketing Specialist	Public Communication Specialist	Communication Coordinator
Promotions Assistant	Social Media Specialist	Marketing Assistant
Event Assistant	Media Manager	Reporter

**Health & Relational**

Human Resource Specialist	Patient Services Coordinator	Patient Advocate
Life Coach	Community Outreach Specialist	Behavioral Health Aid
Administrative Assistant	Development Assistant	Sales Coordinator
Family Assessor	Project Specialist/Manager	Academic Advisor
Community Relations	Health Educator	Event Coordinator

**Corporate**

Executive Assistant	Sales Representative	Business Administrator
Corporate Affairs Aid	Marketing Coordinator	Advertising Coordinator
Event Planner	Public Relations Specialist	Communications Associate

**What is Communication Studies?**

This Bachelor of Art degree focuses on the construction, delivery and interpretation of messages to create shared meaning. Communication studies program teaches how to be effective communicators across various contexts, cultures, channels, and media. Besides the core curriculum and the major requirements, the degree includes coursework in adjacent academic disciplines, such as writing and the social sciences.

Emphasis Areas:

- Corporate
- Media & Public
- Health & Relational

**EXPLORE CAREER SPECIFIC WEBSITES**

[jobs.prsa.org/jobs/](http://jobs.prsa.org/jobs/) | [communications-major.com/careers](http://communications-major.com/careers) | [mediabistro.com/jobs/openings](http://mediabistro.com/jobs/openings)

**PROFESSIONAL ORGANIZATIONS** *Affiliate yourself with groups to network and learn about the field (Also See GatorSync)*

- ✓ Public Relations Society of America
- ✓ International Association of Business Communicators
- ✓ Lambda Pi Eta: Communication Honor Society, (UHD)
- ✓ Association for Education in Journalism and Mass Communication
- ✓ American Marketing Association AMA, (UHD)
- ✓ American Advertising Federation

**GRADUATE SCHOOL CONSIDERATIONS** \*Programs not offered at UHD

Master of Science in *Technical Communication* | Master of Arts in *Rhetoric & Composition* | Master of Arts in *Nonprofit Management*  
 Master of *Business Administration* | Master of Arts in *Communication\** | Master of Arts in *Public Relations\**  
 Master of *Public Administration\** | *Juris Doctorate\** (Law School) | Master of Education in *Health Education\**

**COMMUNITY PARTNERSHIPS**

*Research local organizations offering internships/field experiences to students pursuing a Communications degree.*

ACLU of Texas	Mercer Arboretum & Botanic Gardens	Houston Press, Big Brothers Big Sisters	City of Houston	Bering Omega	The Dēmos Center for the Public Sector	Harris County OHSEM	Covenant House
Houston SPCA	Allied-THA	City of Pearland	Spacetaker	ESPN 97.5	MD Anderson	COX Radio	KPRC TV2
Univision Radio	The Harris Center for Mental Health & IDD	Interfaith Ministries	Mercer Society	The Women's Home	JMG Magazine	Houston Public Library	The Point Group
On the Mark Communications	Houston Dept of Health & Human Services	St. Luke's Episcopal Health System	Houston Municipal Courts	Planned Parenthood	The Black Sheep Agency	E.L.I.T.E Girls Mentoring	Dialogue Institute of the Southwest

Interested in discussing your career path possibilities? Visit UHD Main Career Development Center, S-402 or call 713.221.8980

# TALKY GATOR

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## SUMMARY

Expert communicator with 5+ years of experience. Dedicated to community development and advocacy within the field of education. Strong public speaking, teaching, and facilitating skills for diverse student, professional, and general audiences.

## PROFESSIONAL EXPERIENCE

Emerson Network Power Inc. – Houston, TX

11/2010 – Present

### **Administrative Assistant**

- Manage relocation process and coordinated all arrangements, including: house hunting trips, travel, temporary housing arrangements and movers.
- Screen 30+ job applications daily by ensuring completion and determining match of basic qualifications.
- Perform initial staff customer service and referred problems to other HR staff as appropriate.
- Maintain electronic personnel records for 38 staff members entering data of pertinent personnel information into PeopleSoft.
- Track performance appraisals utilizing Excel and provided reminders to supervisory staff.
- Coordinate interview schedules with department supervisors and initiated contacts with applicants regarding interviews.
- Conduct personal and professional reference checks, income verifications where required, and initiated criminal background checks.

Williams-Sonoma Inc. – Houston, TX

5/2014 – 8/2014

### **Human Resource Intern**

- Created and maintained 10+ new hire and personnel files and entered them into Human Resources Information Systems.
- Supported processing and maintenance of payroll records in accordance with policies and procedures.
- Informed Human Resources management of issues related to employee relations within the division or as well as responded appropriately to the concerns of other employees.
- Recruited candidates through direct recruitment, internet mining and other creative methods
- Performed screening, interviewing, and applicant assessment to Hiring Managers to finalize the recruitment process.
- Identified new, cost effective resources for recruitment, and tracked and reviewed effectiveness of advertisement sources.

## EDUCATION

**University of Houston-Downtown** – Houston, TX

12/2014

*Bachelor of Arts in Communication Studies*

**GPA: 3.64**

**Activities:** Society for Human Resource Management-Member

## SKILLS

Technology: ADP | PeopleSoft | Microsoft Office (Word, Excel, PowerPoint, Visio)