

# MAJOR TO CAREER GUIDE

## Health Care Administration & Policy

Division of Health Sciences

### Mission of the Division of Health Sciences

UNLV's Division of Health Sciences — along with other health science-related programs in the Nevada System of Higher Education — is addressing today's pressing needs and making tomorrow's discoveries.

The division is comprised of the schools of Dental Medicine, Nursing, Community Health Sciences and Allied Health Sciences. Guided by a mission that demands UNLV serves its community, the division is using research, education, training, and service to form unique public and private partnerships. These partnerships are helping provide quality health care to the underserved, educating future professionals, and exploring ways to improve the health and well-being of our citizens. Taken together, UNLV is helping build a foundation for a healthier and more vibrant Nevada.

*Visit this site for more information:*

<http://www.unlv.edu/healthsciences>

### About Health Care Administration & Policy

Students in the undergraduate Health Care Administration program gain a broad view of the health care delivery system and health care management practices. They develop skills through the curriculum and internships to prepare them primarily for entry level management positions in the organization, financing, and delivery of health care services.

### UNLV Academic Advising for Health Care Admin. & Policy Majors:

*Academic Advisors who are eager to meet with students about their academic goals and to assist in constructing a plan for graduation. Advisors can also help students understand how their experiences at UNLV can lead to a career in their desired field.*

Division of Health Sciences Advising Center

Phone: 702-895-5448

Campus Location: CEB 399A

<http://alliedhealth.unlv.edu/advising.htm>

### Health Care Administration & Policy Career Options

- Medical & Health Services Managers
- Medical Human Resources Managers
- Insurance Underwriters
- Social and Community Service Managers
- Epidemiology

### Master in Health Care Administration

The Master of Health Care Administration Degree Program is the only graduate Health Care Administration program in the Nevada Public University System (NSHE). The MHA will prepare students to assume leadership roles in health care organizations. The degree is recognized in the health care field as an important credential that allows graduates to assume health care management positions. The curriculum is developed to include all the critical competencies for health care leadership, including issues of health care delivery, health care finance, ethical and legal issues in health care administration and management topics. Students and faculty will contribute through research and service to the knowledge and applications of management in health care; and they will use their education and expertise to help meet the health care management needs of the State of Nevada and beyond.

<http://www.unlv.edu/degree/mha>

### Clubs, Orgs & Professional Associations

UNLV offers a wide variety of clubs and organizations to meet the needs and interests of students. Visit the Involvement Center via your MyUNLV account to explore, access, and join hundreds of student organizations. Get involved today!

# Helpful Career Information

## Employers rate candidate soft skills/qualities in order of importance

- 1 Ability to verbally communicate with persons inside and outside the organization
- 2 Ability to work in a team structure
- 3 Ability to make decisions and solve problems
- 4 Ability to plan, organize and prioritize work
- 5 Ability to obtain and process information
- 6 Ability to analyze quantitative data
- 7 Technical knowledge related to the job
- 8 Proficiency with computer software programs
- 9 Ability to create and/or edit written reports
- 10 Ability to sell or influence others

Source: Job Outlook 2013

Courtesy of the National Association of Colleges and Employers

Visit the Career Occupational Handbook to learn more about a specific occupation:

<http://www.bls.gov/ooh/>

The OCH covers hundreds of occupations and describes: What They Do, Work Environment, How to Become One, Pay, and more. Each profile also includes BLS employment projections for the 2010–20 decade.

### Career Exploration/Planning

**FOCUS 2:** UNLV's computerized assessment that profiles your interests, abilities, and values and helps you find a career that's right for you.

<http://hire.unlv.edu/careerAssessment.html>

**Myers-Briggs Type Indicator (MBTI):** Assessment designed to identify how you are energized, how you take in information, how you make decisions, and how you approach life.

<http://hire.unlv.edu/careerAssessmentMBTI.html>

**Strong Interest Inventory:** Generates an in-depth assessment of your interests among a broad range of occupations, work and leisure activities, and educational subjects.

<http://hire.unlv.edu/careerAssessmentStrong.html>

### UNLV Career Services

Career Services encourages ALL UNLV students to take advantage of their services, which include:

- Assistance with developing a career plan and choosing a major
- Career counseling and guidance on building a RESUME
- Preparing for an interview, assistance with job searching and networking.

Phone: 702-895-3495

Campus Location: SSC-A 2<sup>nd</sup> Floor

<http://hire.unlv.edu/>

### Internship Opportunities

UNLV **Hire a Rebel** is a free, online recruiting system that helps students, alumni, and employers connect in a variety of ways.

Students can use **Hire a Rebel** to search for: job and internship listings, on-campus recruiting interviews, employer information sessions, resume book database, & dates for career fairs.

<http://hire.unlv.edu/careerLink.html>

## MEDIAN SALARIES BY DISCIPLINE 2010-2012

Career	Salary Range	Median Salary
Medial and Health Services Managers	\$51,280-\$144,880	\$84,270
Medical Human Resources Managers	\$\$61,560-\$166,400	\$99,180
Social and Community Services Managers	\$34,330-\$96,920	\$57,950

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2012-13 Edition*, <http://www.bls.gov/ooh/>

**UNLV** | ACADEMIC ADVISING  
Collaborate to Graduate