**Career Connection Assignment**

**Business Administrative Support**

**Business Administrative Support** jobs perform duties that keep companies running efficiently. Some duties may be organizing information, research, handling customers, ordering and organizing supplies, etc… **Business Administrative Support** jobs are considered to be high wage, high demand, and not traditional jobs for males.

From the list of careers below, circle the jobs that you think fit the job description of **Business Administrative Support**.

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| --- | --- |
| Contractor  Executive Secretary  Accountant  Lawyer  Administrative Assistant  Medical Manager  Physical Therapist  Desktop Publisher  Surgeon  Civil Engineer  Office Manager  Paralegal  Radiologist  Pharmacist  Bill Collector | Marketer  Bank Teller  Chemist  Plumber  Hotel Clerk  Court Clerk  Machine Operator  Postal Service Carrier  Computer Programmer  Typist  Dental Hygienist  Mechanic  Counselor  Customer Service Representative |

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**Career Connection:**

**Business Administrative Support Careers to Explore**

**Executive Secretary:** assists managers and direct office activities. Education: high school diploma and have one to five years of related work experience. Average Utah Wage: $20.61 Hourly, $42,860.00 Yearly.

**Administrative Assistant:** performs a variety of clerical and administrative duties needed to run an office. Education: high school diploma and complete short-term on-the-job training. Average Utah Wage: $15.02 Hourly $31,230.00 Yearly

**Business Ed Teacher:** teaches academic and technical content to provide students with the skills and knowledge necessary to enter an occupation. Education: Bachelor’s degree

Average US wage: $51,910 per year $24.96 per hour

**Desktop Publisher:** uses computer software to design page layouts for newspapers, books, brochures, and other items that are printed or put online. Education: Associate’s degree. Average US wage: $37,040 per year $17.81 per hour

**Office Manager:** plans and oversees the work of office staff. Education: high school diploma and have one to five years related work experience. Average Utah Wage: $21.39 Hourly $44,490.00 Yearly

**Legal Secretary/Paralegal:** researches and investigates facts for lawyers. Education: high school diploma and complete paralegal training. Average Utah Wage: $20.89 Hourly $43,460.00 Yearly

**Bill and Account Collectors:** locates and seeks payment from people, calls debtors, who have overdue bills. Education: high school diploma and complete moderate-term on-the-job training. Average Utah Wage: $14.98 Hourly $31,160.00 Yearly

**Customer Service Representative:** works to solve customer complaints. Education: high school diploma and complete short-term on-the-job training. Average Utah Wage: $13.41 Hourly $27,890.00 Yearly

**General Office Clerk:** performs a variety of duties for offices. Education: high school diploma and complete short-term on-the-job training. Average Utah Wage: $11.53 Hourly $23,970.00 Yearly

**Tellers:** help customers with their banking activities. Education: high school diploma and complete short-term on-the-job training. Average Utah Wage: $10.94 Hourly $22,750.00 Yearly

**Hotel and Resort Clerks:** performs a variety of services for hotel guests. Education: high school diploma and complete short-term on-the-job training. Average Utah Wage: $9.99 Hourly $20,780.00 Yearly

**Brokerage Clerk**: records the purchase and transfer of securities. Education: high school diploma and complete moderate-term on-the-job training. Average Utah Wage: $20.61 Hourly $42,860.00 Yearly

**Court Clerk:** processes legal records and performs other duties for a court of law. Education: high school diploma and complete moderate-term on-the-job training. Average Utah Wage: $13.80 Hourly $28,710.00 Yearly

**Statistical Assistants:** gathers information and analyzes it using statistics. Education: bachelor's degree Average Utah Wage: $19.80 Hourly $41,190.00 Yearly

**Word Processors and Typists:** prepares documents and other print materials using computer software. Education: high school diploma and complete short-term on-the-job training. Average Utah Wage: $13.67 Hourly $28,430.00 Yearly

RESOURCE FOR: Administrative Support