Business & Marketing Career Research

Notes Page

RESOURCE FOR: Administrative Support

Go to Utahfutures.org. Click on the Career tab, and then choose Occupations. Select an occupation *from the back of this paper* and type that title in to the search bar. When you find the career you want, click on it to pull up the full page synopsis of the occupation. Then answer the questions below. Remember, you MUST pick a job from the bulleted list on this sheet!

Name of Career: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe or define the career: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What is the average wage for this job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the outlook for this occupation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What is the work environment and physical demands of this job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What tasks or common work activities does this job require? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What skills and abilities does someone need to be able to do this job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What high school courses would be helpful in preparing someone for this job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What education or training is necessary to have this job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List two interesting facts about this job: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is this an occupation for you? Explain why or why not: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Business & Marketing Occupations

* Accountant
* Administrative Service Manager
* Advertising Salesperson
* Agents and Business Managers
* Appraiser
* Audio-Visual Specialist
* Bank Teller
* Billing Clerk
* Bookbinder
* Bookkeeping & Accounting Clerk
* Broadcast Technician
* Brokerage Clerk
* Budget Analyst
* Business Executive
* Buyer & Purchasing Agents
* Camera Operator
* Cashier
* College & University Administrators
* Computer and Information Systems Manager
* Computer Operator
* Coroner
* Court Clerk
* Court Reporter
* Credit Analyst
* Customer Service Representative
* Demonstrators and Promoter
* Editor
* Education Administrator
* Emergency Management Specialist
* Employee Training Specialist
* Engineering Manager
* Executive Secretary
* File Clerk
* Film & Video Editor
* Financial Analyst
* Financial Counselor
* Financial Examiner
* Financial Manager
* General Manager
* General Office Clerk
* Geothermal and Operations Manager
* Government Benefits Interviewer
* Graphic Designer
* Health Services Administrator
* Hotel and Motel Manager
* Hotel Desk Clerk
* Human Resources Assistant
* Human Resources Manager
* Human Resources Specialist
* Insurance Adjuster and Examiner
* Insurance Agent
* Insurance Underwriter
* Interpreter and Translator
* Judges and Hearing Officer
* Law Clerk
* Lawyer
* Legal Secretary
* License Clerk
* Loan Clerk
* Loan Officer
* Management Analyst
* Market Research Analyst
* Marketing Manager
* Medical Secretary
* Meeting and Convention Planner
* Model
* New Accounts Clerk
* News Reporter
* Office Manager
* Order Clerk
* Page Layout Worker
* Paralegal
* Payroll Clerk
* Photographer
* Postmaster and Mail Superintendent
* Printing Press Operator
* Proofreader
* Property and Real Estate Manager
* Public Relations Manager
* Purchasing Manager
* Real Estate Agent
* Receptionist
* Reservation and Ticket Agent
* Restaurant Manager
* Retails Salespeople
* Sales Manager
* Sales Representative
* Secretary
* Securities Salespeople
* Social and Community Service Manager
* Sound Engineering Technicians
* Tax Examiner
* Tax Preparer
* Technical Writer
* Telemarketer
* Title Examiner and Searcher
* Travel Agent
* Typist and Word Processor
* Writer