

Business, Management & Administration

Jobs relating to business ownership and creating an efficient and productive business operation.

Job Title & Description	Annual Wage Entry Level	Annual Wage Median	Annual Wage Experienced	Education Required	Available Local Education
Administrative Assistants & Secretaries Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence.	\$22,800	\$31,900	\$37,510	Certificate	Allen CC BCCC Butler CCCC CCKKS Coffeyville Colby FHTC Highland CC Hutch CC K-State McPherson Ottawa Rasmussen Washburn WSU Tech WU Tech
Administrative Services Managers Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services.	\$55,238	\$78,598	\$103,772	Bachelor's	Allen CC BCCC Baker Butler CCKKS FHTC Highland CC Hutch CC K-State McPherson Ottawa Rasmussen Washburn WSU Tech WU Tech
Chief Executives Determine and formulate policies and provide the overall direction of companies or private and public sector organization within the guidelines set up by a board of directors or similar governing body.	\$73,722	\$141,209	\$208,958	Bachelor's	Allen CC BCCC Baker CCKKS K-State McPherson Ottawa Washburn
Compensation and Benefits Managers Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas such as position classification and pension programs.	\$68,970	\$97,776	\$122,756	Bachelor's	BCCC ESU K-State Ottawa Rasmussen SC Washburn
Computer and Information Systems Managers Coordinate the activities of staff in such fields as electronic data processing, information systems, systems analysis, and computer programming.	\$74,742	\$109,122	\$133,240	Bachelor's	Allen CC BCCC Baker Benedictine Bethany Bethel GCCC K-State Newman Ottawa Rasmussen SC SCCC Washburn
Customer Service Representatives Interact with customers to provide information in response to inquiries about products and services, and to handle and resolve complaints.	\$22,698	\$32,233	\$39,440	Some College	CCKKS FHTC Highland CC K-State McPherson Ottawa Rasmussen Washburn WU Tech
General and Operations Managers Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, etc.	\$49,962	\$83,395	\$124,929	Bachelor's	Allen CC BCCC Baker K-State McPherson Newman Ottawa Rasmussen SC SCCC Washburn WU Tech
Human Resource Assistants Compile and keep personnel records and record data for each employee. This information may include addresses, weekly earnings, absences, amount of sales or production, supervisory reports on ability, and more.	\$28,813	\$37,290	\$41,935	Associate's	CCKKS FHTC K-State Highland CC McPherson Rasmussen SC Washburn