

## 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
<b>Administrative Assistants &amp; Secretaries</b> 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 <b>CCCKS</b> Coffeyville Colby FHTC Highland CC Hutch CC K-State McPherson Ottawa Rasmussen Washburn WSU Tech WU Tech
<b>Administrative Services Managers</b> 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 <b>CCCKS</b> FHTC Highland CC Hutch CC K-State McPherson Ottawa Rasmussen Washburn WSU Tech WU Tech
<b>Chief Executives</b> 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 CCCKS K-State McPherson Ottawa Washburn
<b>Compensation and Benefits Managers</b> 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 <b>K-State</b> Ottawa Rasmussen SC Washburn
<b>Computer and Information Systems Managers</b> 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 <b>GCCC</b> K-State Newman Ottawa Rasmussen SC SCCC Washburn
<b>Customer Service Representatives</b> 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	<b>CCCKS</b> FHTC Highland CC <b>K-State</b> McPherson Ottawa Rasmussen Washburn WU Tech
<b>General and Operations Managers</b> 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 <b>K-State</b> McPherson Newman Ottawa Rasmussen SC SCCC Washburn WU Tech
<b>Human Resource Assistants</b> 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	<b>CCCKS</b> FHTC <b>K-State</b> Highland CC McPherson Rasmussen SC Washburn

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<b>Human Resource Managers</b> Plan, direct, or coordinate human resource activities and staff of an organization.	\$64,365	\$91,154	\$119,310	Bachelor's	BCCC ESU K-State  McPherson Rasmussen SC
<b>Human Resource Specialists</b> Plan, direct, and coordinate human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensation and recruitment.	\$37,355	\$54,937	\$67,275	Bachelor's	BCCC ESU K-State  McPherson Rasmussen SC
<b>Industrial Production Managers</b> Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.	\$57,764	\$85,731	\$109,489	Bachelor's	Allen CC BCCC Baker FHTC  K-State Rasmussen WU Tech
<b>Legal Secretaries</b> Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summons, complaints, motions, and subpoenas.	\$25,082	\$32,182	\$38,239	Certificate	Hutch CC K-State Ottawa  Rasmussen Washburn WU Tech
<b>Management Analysts</b> Conduct organizational studies and evaluations, design systems and procedures, conduct work simplifications and measurement studies, and prepare operations and procedures manuals to assist management.	\$44,365	\$70,052	\$99,011	Bachelor's	Allen CC BCCC Baker CCCKS  K-State Newman Rasmussen SC
<b>Public Relations Managers</b> Plan and direct public relations programs designed to create and maintain a favorable public image for employer or client; or if engaged in fundraising, plan and direct activities to solicit funding and maintain an operating budget.	\$56,499	\$92,390	\$135,886	Bachelor's	CCCKS K-State McPherson  Ottawa Sterling Washburn
<b>Training and Development Managers</b> Plan, direct, or coordinate the training and development activities and staff of an organization.	\$62,497	\$83,057	\$112,340	Bachelor's	BCCC ESU CCCKS K-State  Newman Ottawa Rasmussen SC
<b>Training and Development Specialists</b> Design and conduct training and development programs to improve individual and organizational performance. May analyze training needs.	\$35,970	\$56,126	\$71,015	Bachelor's	BCCC ESU K-State  Ottawa Rasmussen SC