

## Business, Management & Administration

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

Job Title & Description	Entry Wage	Med. Wage	Exp. Wage	Holland Code	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	CSE	Certificate	Butler CCCC Colby Donnelly FHTC FHSU Highland Hutch ICC JCCC K-State KCKCC KU Labette Pratt SCCC Washburn WSU WSU 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.	\$56,950	\$80,650	\$105,164	CSE	Bachelor's	Baker Benedictine Butler CCCC Colby Donnelly FHTC FHSU Highland Hutch ICC K-State KCC KCKCC Labette Washburn WSU WSU Tech
<b>Chief Executives</b> Determine and formulate policies and provide the overall direction of companies or private and public sector organizations within the guidelines set up by a board of directors or similar governing body.	\$72,710	\$146,120	\$218,899	CASE	Bachelor's	Baker Barclay BCCC Benedictine Colby Cowley Donnelly ESU FHSU Hutch ICC JCCC K-State KCC KU Labette NCCC Washburn WSU
<b>Compensation &amp; 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.	\$78,750	\$100,713	\$119,475	CSE	Bachelor's	Baker Barclay Benedictine Colby Donnelly ESU FHSU K-State KCC KU WSU
<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.	\$23,150	\$32,180	\$40,150	CSE	Some College	Barclay Benedictine Colby Donnelly FHTC FHSU Highland K-State Washburn WSU WSU Tech
<b>General &amp; 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.	\$50,150	\$83,160	\$125,798	CSE	Bachelor's	Baker Barclay BCCC Benedictine Colby Cowley Donnelly ESU FHSU GCCC Hesston Hutch ICC JCCC K-State KCC KU Labette NCCC NCKTC SCCC Washburn WSU

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<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.	\$29,920	\$37,850	\$42,460	CSE	Associate's	Barclay Benedictine Colby Donnelly ESU FHTC	FHSU Highland K-State KU Washburn WSU
<b>Human Resource Managers</b> Plan, direct or coordinate human resource activities and staff of an organization.	\$66,460	\$93,360	\$124,966	CSE	Bachelor's	Baker Barclay Benedictine CCCC Colby Donnelly ESU	FHSU K-State KCC KU Washburn WSU
<b>Human Resource Specialists</b> Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview and place workers.	\$38,640	\$57,010	\$70,240	CIASE	Bachelor's	Barclay Benedictine Donnelly ESU FHSU	K-State KCC KU Washburn WSU
<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.	\$62,120	\$89,330	\$113,027	CRSE	Bachelor's	Colby Donnelly ESU FHTC	FHSU K-State KCC WSU
<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.	\$25,940	\$32,450	\$40,470	CE	Certificate	Benedictine Cowley Donnelly K-State	KU Washburn WSU
<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.	\$43,740	\$70,270	\$101,732	CIE	Bachelor's	Baker Barclay Benedictine Donnelly ESU	FHSU K-State KCC KU WSU
<b>Public Relations Managers</b> Plan and direct public relations programs designed to create and maintain a favorable public image for employer or client; if engaged in fundraising, plan and direct activities to solicit funding and maintain an operating budget.	\$61,500	\$98,110	\$135,158	CASE	Bachelor's	Baker Barclay Benedictine Colby Donnelly ESU	FHSU K-State KCC KU Washburn WSU
<b>Training &amp; Development Managers</b> Plan, direct or coordinate the training and development activities and staff of an organization.	\$63,800	\$84,220	\$106,558	CASE	Bachelor's	Barclay Benedictine Colby Donnelly ESU	FHSU K-State KCC KU WSU
<b>Training &amp; Development Specialists</b> Design and conduct training and development programs to improve individual and organizational performance. May analyze training needs.	\$36,090	\$53,700	\$69,410	CASE	Bachelor's	Barclay Benedictine Donnelly ESU	FHSU K-State KCC WSU