

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 |
|---|------------|-----------|-----------|--------------|--------------------|---|
| 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. | \$25,690 | \$36,160 | \$40,180 | CSE | Certificate | Butler Central CCCC Colby Donnelly FHTC FHSU Highland Hutch ICC JCCC KCKCC Labette PSU Pratt SCCC Washburn WSU WSU 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. | \$70,470 | \$99,040 | \$129,640 | CSE | Bachelor's | Baker Benedictine Butler Central CCCC Colby Donnelly FHTC FHSU Hutch ICC K-State KCC KCKCC Labette PSU Washburn WSU WSU Tech |
| Chief Executives 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. | \$58,460 | \$129,880 | \$223,030 | CASE | Bachelor's | Baker Barclay BCCC Benedictine Central Colby Cowley Donnelly ESU FHSU Hutch ICC JCCC K-State KCC NCCC PSU Washburn WSU |
| Compensation & 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. | \$84,400 | \$120,130 | \$146,530 | CSE | Bachelor's | Baker Barclay Benedictine Central Colby Donnelly ESU FHSU K-State KCC PSU WSU |
| Customer Service Representatives Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints. | \$25,540 | \$35,100 | \$40,510 | CSE | Some College | Barclay Benedictine Central Colby DCCC Donnelly FHTC FHSU Labette PSU Washburn WSU WSU Tech |
| General & 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. | \$44,420 | \$77,500 | \$117,980 | CSE | Bachelor's | Baker Barclay BCCC Benedictine Central Colby Cowley Donnelly ESU FHSU GCCC Hesston Hutch ICC JCCC K-State KCC KWU NCCC NCKTC PSU SCCC Washburn WSU |

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|---|------------|-----------|-----------|--------------|--------------------|--|
| 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. | \$30,290 | \$38,090 | \$44,900 | CSE | Associate's | Barclay Benedictine Central Colby DCCC Donnelly ESU FHTC FHSU KWU Labette PSU Washburn WSU |
| Human Resource Managers Plan, direct or coordinate human resource activities and staff of an organization. | \$77,030 | \$102,580 | \$134,700 | CSE | Bachelor's | Baker Barclay Benedictine Central CCCC Colby DCCC Donnelly ESU FHSU K-State KCC PSU Washburn WSU |
| Human Resource Specialists Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview and place workers. | \$40,470 | \$60,410 | \$75,240 | CIASE | Bachelor's | Barclay Benedictine Central DCCC Donnelly ESU FHSU K-State KCC PSU Washburn WSU |
| Industrial Production Managers Plan, direct or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality and quantity specifications. | \$71,700 | \$99,770 | \$134,210 | CRSE | Bachelor's | Colby Donnelly ESU FHTC FHSU K-State KCC PSU WSU |
| Legal Secretaries Perform secretarial duties utilizing legal terminology, procedures and documents. Prepare legal papers and correspondence, such as summons, complaints, motions and subpoenas. | \$26,280 | \$37,690 | \$48,140 | CE | Certificate | Benedictine Central Cowley Donnelly Labette PSU Washburn WSU |
| Management Analysts Conduct organizational studies and evaluations, design systems and procedures, conduct work simplifications and measurement studies and prepare operations and procedures manuals to assist management. | \$47,580 | \$76,710 | \$98,910 | CIE | Bachelor's | Baker Barclay Benedictine Central Donnelly ESU FHSU K-State KCC PSU WSU |
| Public Relations Managers 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. | \$69,850 | \$98,670 | \$128,480 | CASE | Bachelor's | Baker Barclay Benedictine Central Colby Donnelly ESU FHSU K-State KCC PSU Sterling Washburn WSU |
| Training & Development Managers Plan, direct or coordinate the training and development activities and staff of an organization. | \$69,490 | \$99,510 | \$149,290 | CASE | Bachelor's | Barclay Benedictine Central Colby Donnelly ESU FHSU K-State KCC PSU WSU |
| Training & Development Specialists Design and conduct training and development programs to improve individual and organizational performance. May analyze training needs. | \$37,270 | \$56,800 | \$71,400 | CASE | Bachelor's | Barclay Benedictine Central Donnelly ESU FHSU K-State KCC PSU WSU |