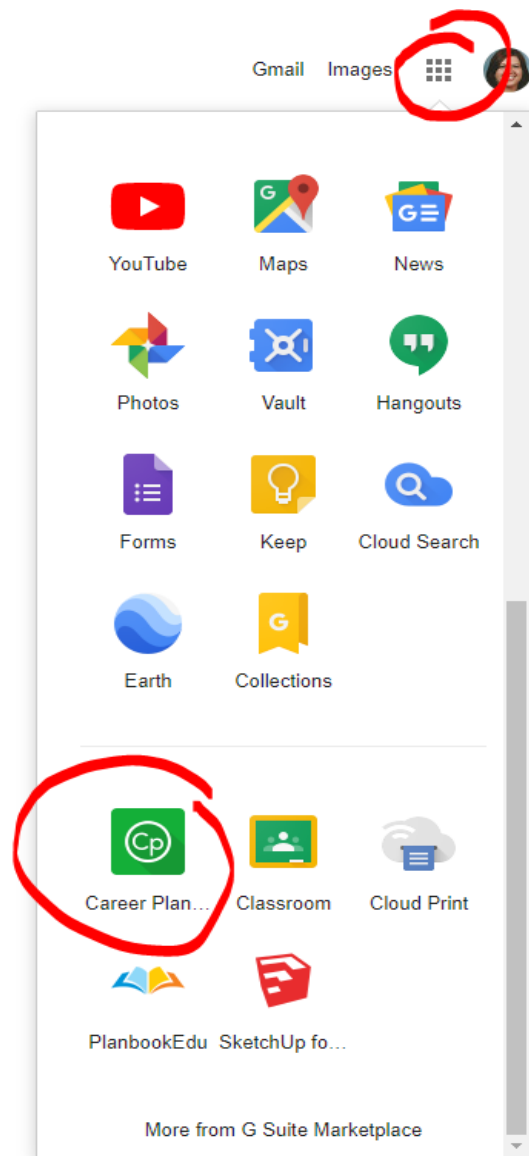


Research Careers in Career Planner

Students will need to be logged into their Google accounts to access Career Planner

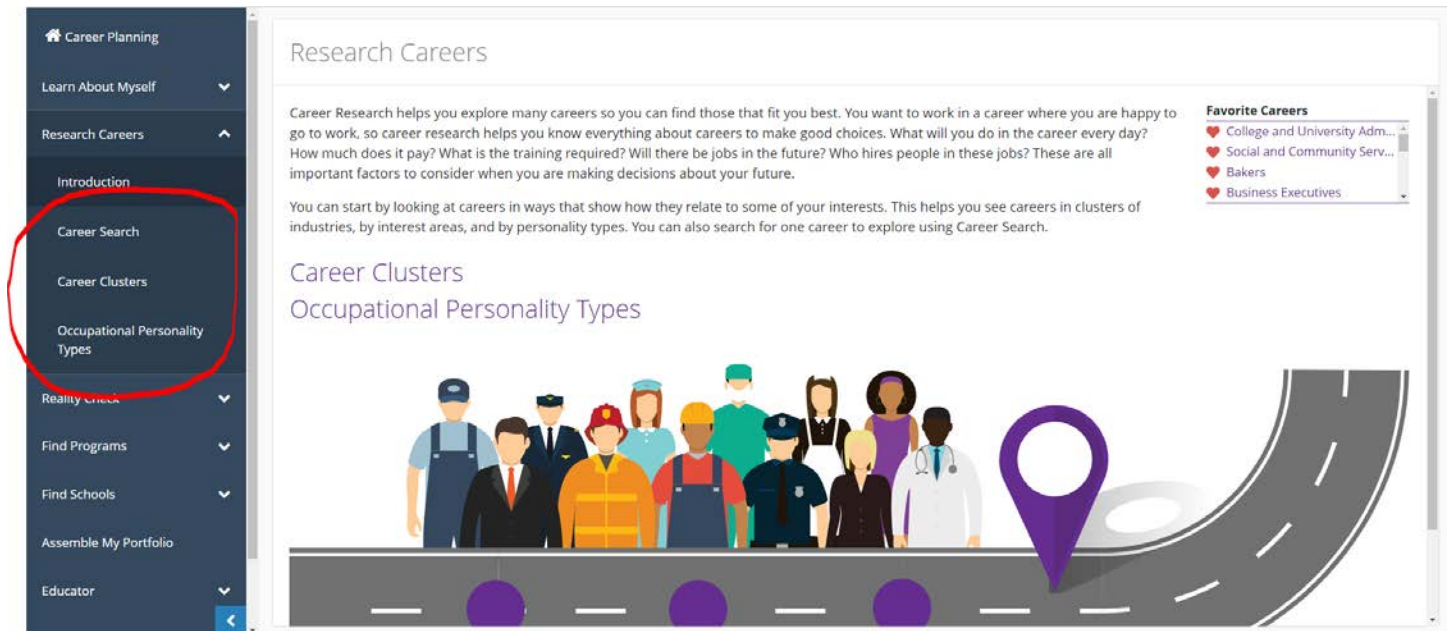
For those who have not accessed Career Planner before:

1. Click Google Apps
2. Click on “More” at the bottom of the menu
3. Scroll to the bottom and Select “Career Planner”
4. Click on “Career Planner” again to get into the program



Research Careers:

In this sections, students can research careers three ways: Career Search, Career Clusters, or Occupational Personality Types.



A general **Career Search** will look like this:

RESEARCH CAREERS
Career Search

	Career	Cluster	Interest Ar...	Pathway	Personalit...	Suggested...	Suggested...	Is Related ...	Is Related ...
♥	Accountants ...	Finance	Leading and ...	Accounting	Conventional	Yes	Yes	No	Yes
♥	Actors	Arts, Audio/V...	Artistic	Performing ...	Artistic	No	No	No	Yes
♥	Actuaries	Finance	Leading and ...	Insurance	Conventional	Yes	Yes	No	Yes
♥	Acupuncturi...	Health Science	Scientific	Therapeutic ...	Social	No	Yes	No	No
♥	Addictions C...	Human Servi...	Humanitarian	Counseling a...	Social	Yes	Yes	No	Yes
♥	Administrati...	Business Ma...	Business Det...	Operations ...	Enterprising	No	Yes	No	Yes
♥	Adult and Vo...	Education an...	Leading and ...	Teaching an...	Social	Yes	Yes	No	Yes
♥	Advertising ...	Marketing	Leading and ...	Marketing M...	Enterprising	Yes	Yes	No	Yes
♥	Advertising S...	Marketing	Selling	Professional ...	Enterprising	No	Yes	No	Yes
♥	Aerospace E...	Science, Tech...	Mechanical	Engineering ...	Investigative	No	No	No	Yes
♥	Agents and ...	Arts, Audio/V...	Leading and ...	Performing ...	Enterprising	Yes	Yes	No	Yes
♥	Aericultural ...	Agriculture. F...	Mechanical	Power. Struc...	Investigative	No	No	No	Yes

1 - 50 of 575 << < Page 1 of 12 > >> 50 per page

Students can refine their search of the 575 careers by Clusters, Interest Areas, Pathways, Personality Type, Suggestions and Related.

Career Clusters Search

Use Career Clusters search to find careers that share similar knowledge and skills. Each cluster contains several pathways.

RESEARCH CAREERS

Career Clusters

Use Career Clusters to find careers that share similar knowledge and skills. Each cluster contains several pathways. A pathway is a group of related career specialties within a cluster. Looking at Careers by Cluster provides you with a good starting point in your career research by showing careers you may not have thought about before and giving you quick information about those related careers.



Agriculture, Food, and Natural Resources



Architecture and Construction



Arts, Audio/Visual Technology, and Communications



Business Management and Administration



Education and Training



Finance



Government and Public Administration



Health Science



Hospitality and Tourism



Human Services



Information Technology



Law, Public Safety, Corrections, and Security



Manufacturing



Marketing



Science, Technology, Engineering, and Mathematics



Transportation, Distribution, and Logistics

Students can click on one of the clusters to show a variety of careers. Review My Traits will also show recommended Career Clusters for students to check out if they are unsure of where to start.


Example: Agriculture, Food, and Natural Resources Career Cluster.

Students will get an overview of the Career Cluster, different pathways within this cluster, and careers related to each cluster pathway. This particular cluster has 30 careers.

RESEARCH CAREERS
Career Cluster - Agriculture, Food, and Natural Resources

Do you enjoy working with animals? If so, this career cluster might be for you.

If you choose to work in occupations in the Agriculture, Food, and Natural Resources cluster, you could raise plants and animals as sources for food and shelter. On the other hand, you could focus on selling and making products from plants and animals. These products include food, lumber, and fabrics. You might also provide advice and services that farmers and ranchers need to improve products. Another option in this cluster is to work to conserve natural resources and protect the environment.



Agriculture, Food, and Natural Resources
(see all 30 careers in this cluster)

CAREER CLUSTER PATHWAYS

Agribusiness Systems
In the Agribusiness Systems pathway, you would focus on products or services. This includes food, fiber, wood products, natural resources, horticulture, and other plant and animal products or services. You might use satellite systems, computer databases and spreadsheets, or biotechnology to increase efficiency and profitability.
Farmers and Farm Managers

Animal Systems
In the Animal Systems pathway, you would strive to find better ways to produce and process meat, eggs, and dairy products. You might study the genetics, nutrition, or development of animals. On the other hand, you might purchase livestock from farmers and ranchers or assist them with marketing or selling their animals. To assure that the products are safe to eat, you could inspect and grade meat. To assist farmers and ranchers, you could advise them on how to feed or house their animals to
Animal Breeders
Animal Caretakers
Animal Scientists
(see all careers)

In this section, students can also research specific careers in the cluster based on the level of education needed. Education ranges from Short-Term to Bachelor's or Higher Degree.

RESEARCH CAREERS
Career Cluster - Agriculture, Food, and Natural Resources

LEVEL OF EDUCATION AND EARNINGS

If you are interested in a career in agriculture, food, or natural resources, the training or education required varies. Some occupations require less than one month of on-the-job training. However, some scientists need a **Doctoral Degree** to do research. The amount of training or education required depends on the type of work you would be doing.

Study the table below to learn about the different levels of education or training. The table presents the level of education or training required to work in the occupations and the wages for that occupation. Note that some occupations may have more than one required level of education because the type of work performed may vary in specific jobs.

Earnings for people working in some of the occupations in this cluster can vary greatly during the year, depending on the season. Some of the jobs in these occupations are part time or seasonal. For farm and ranch operators and managers,

earnings vary from month to month and year to year. This is often due to price fluctuations paid for farm products, which is due to changes in weather conditions and farm output.


Also, keep in mind that there are non-wage benefits that you might receive. These types of benefits might include health insurance, paid vacation, sick leave, and retirement plans. It is important to consider these benefits when you are looking at pay. Some benefits, such as health care, are worth a lot of money. You should carefully weigh a job that pays well but does not have many benefits against one that has good benefits and lower pay. Remember, how much an occupation pays is only one factor to consider when making career choices.

	National Annual Median Wage	Washington Annual Median Wage
Short-Term, On-the-Job Training (Less than One Month)		
Agricultural Products Graders and Sorters	\$22,520	\$28,749
Animal Breeders	\$35,690	not available

Occupational Personality Types


Finally, students can use the Occupational Personality Types (results from the Interests self-assessment) to research careers.

RESEARCH CAREERS
Occupational Personality Types




Artistic - The "Creators"
People with Artistic interests like work activities that deal with the artistic side of things, such as forms, designs and patterns. They like self-expression in their work. They prefer settings where work can be done without following a clear set of rules.

EXAMPLE CAREERS
Actors, Animators and Multimedia Artists, Architects




Conventional - The "Organizers"
People with Conventional interests like work activities that follow set procedures and routines. They prefer working with data and detail more than with ideas. They prefer work in which there are precise standards rather than work in which you have to judge things by yourself. These people like working where the lines of authority are clear.

EXAMPLE CAREERS
Accountants and Auditors, Actuaries, Archivists




Enterprising - The "Persuaders"
People with Enterprising interests like work activities that have to do with starting up and carrying out projects, especially business ventures. They like persuading and leading people and making decisions. They like taking risks for profit. These people prefer action rather than thought.

EXAMPLE CAREERS
Administrative Services Managers, Advertising Managers, Advertising Salespeople




Investigative - The "Thinkers"
People with Investigative interests like work activities that have to do with ideas and thinking more than with physical activity. They like to search for facts and figure out problems mentally rather than to persuade or lead people.

EXAMPLE CAREERS
Aerospace Engineers, Agricultural Engineers, Agricultural Scientists



Realistic - The "Do-ers"
People with Realistic interests like work activities that include practical, hands-on problems and solutions. They enjoy dealing with plants, animals and real-world materials, like wood, tools and machinery. They enjoy outside work. Often people with Realistic interests do not like careers that mainly involve doing paperwork or working closely with others.

EXAMPLE CAREERS
Agricultural Inspectors, Agricultural Products Graders and Sorters, Aircraft Mechanics




Social - The "Helpers"
People with Social interests like work activities that assist others and promote learning and personal development. They prefer to communicate more than to work with objects, machines or data. They like to teach, to give advice, to help or otherwise be of service to people.

EXAMPLE CAREERS
Acupuncturists, Addictions Counselors, Adult and Vocational Education Teachers

Students can click on one of the Personality Types to see more related careers. Clicking on the HEART will save the career to the student portfolio.

RESEARCH CAREERS
Occupational Personality Type Details - Enterprising

E People with Enterprising interests like work activities that have to do with starting up and carrying out projects, especially business ventures. They like persuading and leading people and making decisions. They like taking risks for profit. These people prefer action rather than thought.



Enterprising

CAREERS


- ♥ Administrative Services Managers
- ♥ Advertising Managers
- ♥ Advertising Salespeople
- ♥ Agents and Business Managers
- ♥ Agricultural Worker Supervisors
- ♥ Air Traffic Controllers
- ♥ Appraisers and Assessors
- ♥ Architectural and Engineering Managers
- ♥ Blue-Collar Worker Supervisors
- ♥ Business Executives
- ♥ Buyers and Purchasing Agents
- ♥ Funeral Directors and Managers
- ♥ General and Operations Managers
- ♥ Geothermal Production Managers
- ♥ Health Services Administrators
- ♥ Hotel and Motel Managers
- ♥ Human Resources Managers
- ♥ Human Resources Specialists
- ♥ Hydroelectric Production Managers
- ♥ Industrial Production Managers
- ♥ Insurance Agents
- ♥ Janitor and Housekeeper Supervisors
- ♥ Public Relations and Fundraising Managers
- ♥ Public Relations Specialists
- ♥ Purchasing Managers
- ♥ Real Estate Agents
- ♥ Recreation Attendants
- ♥ Recreation Guides
- ♥ Regulatory Affairs Managers
- ♥ Restaurant Hosts
- ♥ Restaurant Managers
- ♥ Retail Salespeople
- ♥ Sales Managers

Careers:

Using any of the paths above, once a student selects a career they want to research, they can click on Dig Deeper to reveal more about the career.

RESEARCH CAREERS

♥ Administrative Services Managers



\$99,287/yr

Career Summary
Administrative services managers coordinate support services for businesses and organizations. Administrative services managers study how work gets done in the office. They suggest more efficient and cost effective ways of getting the work done. They write reports and prepare budgets. They provide training to staff on new or changed office procedures.

[Dig Deeper](#)

In the Dig Deeper section, students can research tasks performed and common work activities, working conditions, skills and abilities, training, wages, employment outlook in Washington and out of state, as well as a variety of Resources.

RESEARCH CAREERS

♥ Administrative Services Managers - Duties

Details | Duties | Requirements | Training | Wages | Employment | Things to Know | Resources


Job Duties

Task List
The following list of occupational tasks is specific to Administrative Services Managers.

- Make sure the facility is safe, secure, and well maintained.
- Coordinate and direct support services staff.
- Hire and fire support staff.
- Prepare and review reports and schedules to make sure they are accurate and efficient.
- Recommend ways of cutting costs.
- Study the way an office works. Plan or apply changes that will improve the operation.
- Prepare budgets, staff goals, and deadlines.
- Plan, design, and manage supplies and facilities.
- Supervise maintenance, grounds, and custodial workers.
- Oversee any repairs, construction, renovation, or leasing of space and facilities.
- Dispose of surplus or unclaimed property.

Common Work Activities
Administrative Services Managers perform the following tasks. These tasks are common to many occupations.

- Get information needed to do the job
- Communicate with supervisors, peers, or subordinates
- Organize, plan, and prioritize work
- Make decisions and solve problems
- Schedule work and activities
- Establish and maintain relationships
- Develop and build teams
- Evaluate information against standards
- Coach others
- Resolve conflicts and negotiate with others
- Analyze data or information
- Think creatively



\$ 99,287/yr

Related Careers (see all)

- ♥ Budget Analysts
- ♥ Buyers and Purchasing Agents
- ♥ General and Operations Managers

Related Programs (see all)

- ♥ Business Management and Administr...
- ♥ Business, General
- ♥ Human Resources Management

Students can also click on Related Programs to find Educational Institutions where they can obtain the necessary schooling for their career of interest.

RESEARCH CAREERS

Administrative Services Managers - Duties

Details | **Duties** | Requirements | Training | Wages | Employment | Things to Know | Resources


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\$ 99,287/yr

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- ♥ Business, General
- ♥ Human Resources Management

FIND PROGRAMS

Business Management and Administration - Overview

Overview | **Typical Course Work**

♥ AMASIA College	♥ Everett Community College	♥ Skagit Valley College
♥ Bates Technical College	♥ Evergreen State College, The	♥ South Puget Sound Community College
♥ Bellevue College	♥ Gonzaga University	♥ South Seattle College
♥ Bellingham Technical College	♥ Grays Harbor College	♥ Spokane Community College
♥ Big Bend Community College	♥ Green River College	♥ Spokane Falls Community College
♥ Brandman University - Bremerton	♥ Heritage University	♥ TLG Learning
♥ Brandman University - Lacey	♥ Highline College	♥ University of Puget Sound
♥ Central Washington University	♥ Lake Washington Institute of Technology	♥ University of Washington - Bothell
♥ Centralia College	♥ Lower Columbia College	♥ University of Washington - Seattle
♥ Charter College	♥ North Seattle College	♥ University of Washington - Tacoma
♥ City University of Seattle	♥ Northeastern University - Seattle	♥ Walla Walla Community College
♥ Clark College	♥ Northwest Indian College	♥ Walla Walla University
♥ Columbia Basin College	♥ Northwest University	♥ Washington State University - Global Campus
♥ Columbia College - Naval Station Everett/Marysville	♥ Old Dominion University - Bremerton	♥ Washington State University - Pullman
♥ Columbia College - Whidbey Island	♥ Olympic College	
♥ Eastern Washington University	♥ Pacific Lutheran University	
♥ Edmonds Community College	♥ Park University - Fairchild AFB	
♥ Embry-Riddle Aeronautical	♥ Peninsula College	
	♥ Pierce College Fort Steilacoom	
		♥ Washington State University - Tri...

Related Programs (see all)

- ♥ Business Economics
- ♥ Business, General
- ♥ Entrepreneurial and Small Business O...
- ♥ Finance
- ♥ Human Resources Management
- ♥ International Business, Trade, and Fin...
- ♥ Labor and Industrial Relations
- ♥ Logistics and Materials Management
- ♥ Management Information Systems

Related Careers (see all)

- ♥ Accountants and Auditors
- ♥ Administrative Services Managers
- ♥ Advertising Managers
- ♥ Agents and Business Managers
- ♥ Architectural and Engineering Managers
- ♥ Budget Analysts
- ♥ Business Executives
- ♥ Caterers
- ♥ College and University Administrators