



MAPPING YOUR PATH

The Career Pathways Project



ABOUT THE CAREER PATHWAYS PROJECT

The Charleston Metro Chamber of Commerce (CMCC) and the Council for Adult and Experiential Learning (CAEL), with financial support from the Wells Fargo Foundation, have partnered to provide the first in a multi-phase project designed to declutter the career pathway landscape for high school students and early-career workers. Mapping Your Path will be the first phase of the Career Pathways Project. It will act as a personal GPS system helping students and adults find their way to gainful employment and a successful career. Designed to be deployed in our region's K-12 schools, technical colleges and throughout the community, these pathways will be another powerful tool in Charleston's arsenal illuminating pathways to better jobs and wages through training and education. The pathways selected represent high-growth occupational clusters for the region. Skills required in each pathway are adapted from CMCC's *Common Skills in High Demand* and each pathway's validity has been endorsed by the employers referenced in each sector pathway.

ABOUT CAEL

CAEL is a national non-profit organization, headquartered in Chicago, that links learning and work. CAEL's workforce and economic development endeavors are grounded in the belief that economic prosperity and inclusive growth occurs when the full range of community members have opportunity and access to learning and meaningful employment; when employers can expand unencumbered by the availability of talent; and when the public education and workforce development systems are proactive and additive to the efforts of both.

ABOUT THE CHARLESTON METRO CHAMBER OF COMMERCE

With approximately 1,600 member organizations representing 160,000 professionals, the Charleston Metro Chamber of Commerce serves as the collective voice of the tri-county business community, and a catalyst for regional economic advancement and member success.

In partnership with:



This report has been funded through a grant provided by:



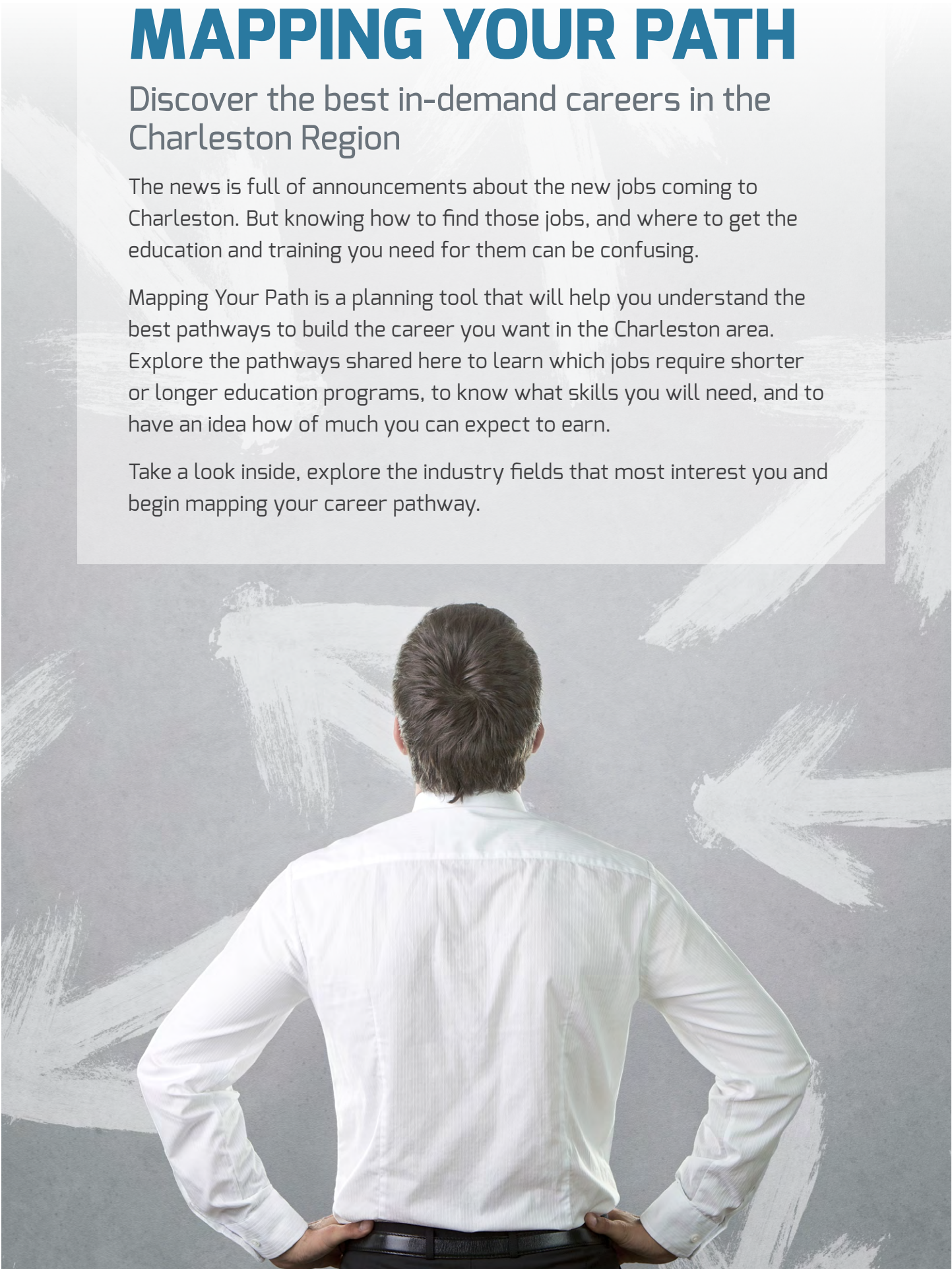
MAPPING YOUR PATH

Discover the best in-demand careers in the Charleston Region

The news is full of announcements about the new jobs coming to Charleston. But knowing how to find those jobs, and where to get the education and training you need for them can be confusing.

Mapping Your Path is a planning tool that will help you understand the best pathways to build the career you want in the Charleston area. Explore the pathways shared here to learn which jobs require shorter or longer education programs, to know what skills you will need, and to have an idea how of much you can expect to earn.

Take a look inside, explore the industry fields that most interest you and begin mapping your career pathway.



HEALTHCARE OCCUPATIONS

WHAT CAN I DO NOW?

- ✓ Volunteer for the TEACH or GOLD program at Trident Health.
- ✓ Volunteer at East Cooper Medical Center during the summer.
- ✓ Do a Scrubs University session at Roper St. Francis.
- ✓ Attend Discover MUSC Day or volunteer as a Candy Striper.
- ✓ Make a Tallo profile and build it over time.

DO IT QUICK!



You can earn a Continuing Ed certification in Coding Specialist, Medical Office Specialist, Pharmacy Technician, Medical Lab Assistant, Phlebotomist - some just 6 weeks long.

GENERAL DEMAND FOR HEALTHCARE OCCUPATIONS:

Over the next 5 years we need this many more health professionals in our community:

- > **2,300** more Nurses, Health Aides, and Therapists
- > **600** Medical Technicians
- > **400** Medical Operations/Office Professionals
- > **300** Physicians/Practitioners

DID YOU KNOW?



Many employers provide tuition support or tuition reimbursement toward certification or degrees relevant to your job.

WHAT IF I AM INTERESTED IN HEALTH BUT DO NOT WANT TO WORK WITH PATIENTS?



Health Informatics is for you. Workers involved in all aspects of managing health care agencies, patient data and information, financial information and computer applications related to health care. You can also work for a pharmaceutical or medical device manufacturer. Salary range \$40,000 to \$91,000.

"SC will have the 4th worst nursing shortage in the country by 2030" - *The Post and Courier*

CERTIFICATIONS

Trident Technical College, ECPI, Southeastern Institute

6 to 24 months **\$25K-\$37K+**

Emergency Medical Technician
Advanced EMT
Paramedic

Licensed Practical Nurse (CERTIFICATION PLUS LICENSE)
Medical Office Assistant (CONT. ED)
or Certified Medical Assistant (PRN),
Coding or Claims Processor

HIGH SCHOOL DIPLOMA

Health Science Career Academies in
BCSD, DD2 and CCSD

4 years **\$20K-\$28K+**

Home Health Aide
Personal Care Aide
Medical Office Specialist

YOUTH APPRENTICESHIP

Charleston Regional Youth Apprenticeships
at Trident Technical College

2 years



E.M.T. (Emergency
Medical Technician)
Medical Office Assistant
C.N.A. (Certificate Nursing
Assistant) to Pre-Nursing

MASTERS'S DEGREE

Medical University of South Carolina,
Charleston Southern University

\$67K-\$100K+ **48 to 60 months**

Physician Assistant
Pharmacist
Nurse Practitioner
Health Administrator



BACHELOR'S DEGREE

ECPI, Citadel, Charleston Southern,
College of Charleston

\$52K-\$67K+ **48 to 60 months**

Registered Nurse (BSN)
Health Info Tech or Hospital
Administrator
Clinical Pharmacist or Pharmacist
Medical Practice Manager



MASTER'S AND BEYOND

ECPI, Medical University of South Carolina,
Charleston Southern University

\$100K+ **24 to 36 months**

Physician, Surgeon, Dentist, PharmD
Doctor of Health Administrator
Doctor of Nurse Anesthesia

ASSOCIATE'S DEGREE

Trident Technical College

\$30K - \$55K+ **24 to 36 months**

Paramedic
Nursing (ADN)
Pharmacy Technician
Health Information Tech
Registered Nurse (RN)



SKILLS NEEDED

Communication/Listening Skills

- Active listening that includes body language and eye contact.
- Verbal and written skills which include the ability to carry on conversations, speak clearly and consisely and use proper grammar and punctuation.
- Ability to determine best mode of communication.

Customer Service Skills

- The Customer comes first. Everyone is a customer including internal co-workers.
- Be aware of your tone of voice and how you approach different people.
- Ability to be empathetic and compassionate.

Detail Oriented Skills

- Knowledge of office software, ability to multitask.
- Stick to deadlines and react quickly.
- Must be able to follow directions. It is vital that communication is proofed carefully, it can mean life or death.

Math Skills

- Ability to perform basic math operations, percentages, conversion, and use of a calculator.

✓ Basic Non-Negotiables

- Be honest and dependable. Arriving on time means arriving 15 minutes early.
- Remember all new employees must pass a drug test and some companies will not hire you if you have a criminal record.

WITH GUIDANCE FROM THE FOLLOWING LOCAL EMPLOYERS



CONSTRUCTION OCCUPATIONS

WHAT CAN I DO NOW?

- ☑ Participates in hands on activities like Build A Shed.
- ☑ Ask Construction companies for a job shadow or summer internship. Be willing to do the grunt work in order to gain entry to the field.
- ☑ Teach yourself to read blueprints.
- ☑ Build a Tallo profile and add to it over time.
- ☑ Do several job shadows - every experience teaches you something.

TALENT DEMAND

2018 Talent Demand Study says 1,100 new construction jobs will be created locally over the next five years (2017-2022)

400+ There are 400+ construction job openings in the Charleston Metro Area region daily.

DO IT QUICK!



You can earn a Continuing Ed certification in Construction Craft Laborer, Licensed Electrical Contractor, OSHA Construction Industry Safety, Supervisory Skills for Construction- some just 6 weeks long.

WHAT IF I DON'T LIKE TO BE OUTSIDE?

Construction companies need Human Resources, Accounting, IT and Project Management positions that are done in an air-conditioned office.

SKILLS NEEDED

🔊 Communication/Listening Skills

- Good eye contact conveys confidence to the customer, listening skills are required to follow directions.
- Verbal skills and written skills require correct grammar in order to write reports, convey information and identify safety hazards.
- Must be able to work on a team with various cultures.

📁 Detail Oriented Skills

- Attention to read safety guidelines, training details and procedures for equipment operation.
- Ability to read and understand plans, blueprints, and instructional manuals.

📊 Math Skills

- Knowledge of geometry concepts, working to scale, relating point A to point B, ability to use a tape measure and determine the square distance across a surface.
- Knowledge of conversions and working with fractions gives a competitive edge, ability to use a calculator required.

✂ Mechanical Skills

- Ability to operate power equipment, electrical systems, change batteries and blades.
- Conduct pre-check maintenance as an everyday routine.

☑ Basic Non-Negotiables

- Must have a can-do attitude and be on-time every day you are scheduled.
- Remember you must be able to pass a drug test and a good driving record is a plus.

WITH GUIDANCE FROM THE FOLLOWING LOCAL EMPLOYERS



Thompson

HIGH SCHOOL DIPLOMA

Career Academies in BCSD, DD2 and CCSD

📅 4 years 💰 \$25K-\$34K+



Pipe layer
Carpenter helper
Laborer
Pipefitter
Electrical helper
Welder helper (WITH 2 YEARS OF CTE WELDING CLASSES)
HVAC or plumber helper
Field Engineer Helper
Field Engineer
Painter
Concrete finisher

CERTIFICATIONS

Trident Technical College

💰 \$30K- \$80K+ 📅 6-24 months

CAD Drafter
Electrician
Mason
Welder/iron worker
Construction Mgr
Boiler maker
Millwright
Instrumentation Tech
Equipment/Crane operator
Electric Line Worker

YOUTH APPRENTICESHIP

Charleston Regional Youth Apprenticeships at Trident Technical College

📅 24 months

YA HVAC
YA-Civil CAD Tech
YA-Engineering
YA-Engineering Tech

BACHELOR'S DEGREE

ECPI, Citadel, Charleston Southern University

💰 \$45K-\$80K+ 📅 48 to 60 months

Construction Manager
Engineering Manager
Construction Project Manager
Business Developer
Operations Director
Civil Engineer
Construction Co Management
Preconstruction Director

This industry often employs bonuses of 5-25% of salary.



At some construction companies you can get promotions based on experience alone, without the Assoc Degree

ASSOCIATE'S DEGREE

ECPI, Trident Technical College

💰 \$35K-\$80K+ 📅 24 to 36 months

Architectural and Civil Drafters
Construction Administer
Welding Inspector
Estimator
Scheduling Mgr
Marketing Mgr
Virtual Construction Mgr
Preconstruction Mgr



CULINARY/HOSPITALITY OCCUPATIONS

WHAT CAN I DO NOW?

- ☑ Be curious, learn to research.
- ☑ Get a summer job in food service.
- ☑ Find out if your high school has culinary classes.
- ☑ Do several job shadows - every experience teaches you something.
- ☑ Volunteer in a food bank or for non-profits involved in meal prep service.
- ☑ Build a Tallo profile and add to it over time.

TALENT DEMAND

1,200+

There are 1,200+ culinary and hotel/convention job openings in the Charleston Metro Area.

2018 Talent Demand Study says 3,661 new jobs will be created locally over the next five years (2017 - 2022).

DO IT QUICK!



You can earn a Continuing Ed Certification in Culinary Arts of Baking and Pastry in just 8 weeks.

SKILLS NEEDED

- Communication/Listening Skills**
 - Active listening that includes body language and eye contact.
 - Verbal and written skills that always include proper grammar and punctuation.
- Customer Service Skills**
 - Exude hospitality and confidence with a smile.
 - Ability to read a person's body language and genuinely care about serving them.
- Detail Oriented Skills**
 - Dress for success. Uniforms should always be clean, ironed, tucked in. Look like a professional.
 - Be one step ahead. Plan for transportation, childcare, traffic and parking.
 - Ability to understand and manage personal finances is a sign of competency and maturity.
- Problem Solving/Analytical Skills**
 - Be solution oriented and take ownership of problems. Be the best member of your team.
 - Be accountable, know your resources and the right person to help resolve the issue.
- Basic Non-Negotiables**
 - Show up for every shift. Arriving on time means arriving a little early.
 - A positive can-do attitude is your most valuable skill.
 - Remember that employees must pass a drug test and some companies will not hire you if you have a criminal record.

WITH GUIDANCE FROM THE FOLLOWING LOCAL EMPLOYERS



HIGH SCHOOL DIPLOMA

Culinary Career Academies in BCSD, DD2 and CCSD

📅 4 years 💰 \$19K-\$29K+

Host/Server
Guest Services Coordinator/Front Desk
Housekeeping Attendant

CERTIFICATIONS

Trident Technical College

📅 6 to 24 months 💰 \$25K-\$37K+



Pastry Cook III or Prep Cook
Lead front desk agent/
Concierge
Housekeeping Supervisor

YOUTH APPRENTICESHIP

Charleston Regional Youth Apprenticeships at Trident Technical College

📅 2 years

YA -Culinary Arts
YA-Hotel Operations

BACHELOR'S DEGREE

College of Charleston

💰 \$39K-\$60K+ 📅 48 to 60 months

Executive Chef
Director of Front office
Event Planner
Resort Manager

ASSOCIATE'S DEGREE

Trident Technical College

💰 \$30K-\$50K+ 📅 24 to 36 months

Pastry Cook II or Line Cook II
Front Desk Supervisor
Asst Housekeeping Mgr
Housekeeping Manager



IT/TECHNOLOGY OCCUPATIONS

WHAT CAN I DO NOW?

- ✓ Take computer science classes at your school.
- ✓ Teach yourself - check out SCCodes.org.
- ✓ Take a CODEcamp class at the Charleston Digital Corridor.
- ✓ Make a Tallo profile and add to it over time.
- ✓ Go to Charlestonwomenintech.com and attend a CodeON class.

DO IT QUICK!



You can also earn a Continuing Ed certification from Trident Technical College in Java and Web Design.

TALENT DEMAND

Jobs in highest demand are Computer Systems Analysts and Software Developers

600

There are about 600 Software and IT job openings in the region everyday

DID YOU KNOW?



IT is an industry that heavily favors experience and certifications. A four year degree is not always required. It is also an industry that rewards lifelong self- learners.

DIG DEEPER

- ✓ Do you have an active GitHub or StackOverflow profile that showcases open source contributions or projects?
- ✓ Do you publish a blog or publish on online course forums like Udemy or pluralsight?
- ✓ Valuable Certifications: CISSP for Cyber jobs; CISM, CCSK, CCSP, CCNP, CCDE, CCIE Security or GIAC, ITIL for Infrastructure and any Cisco certifications, AWS and Azure certifications.

SKILLS NEEDED

- 🔊 **Communication/Listening Skills**
 - Written skills for web developers require proper grammar, use of basic professional language, correct terminology and attention to detail in order to assure the technicalities of the websites work properly.
 - Ability to work on a team is essential. Must be able to communicate, collaborate, take constructive criticism maturely.
- 🗨 **Customer Service Skills**
 - Verbal skills for customer service and support positions require an awareness of tone and manner, proper grammar and use of 'business language' in a professional atmosphere.
- 📋 **Detail Oriented Skills**
 - Deadlines matter. Proof and test your work.
 - Be punctual, reliable and ready to work. Always be working to improve your time management skills.
- 🔍 **Problem Solving/Analytical Skills**
 - Must be able to identify the problem in order to find the resources to fix it. In the IT world problem solving is highly valued.
 - Must be able to draw on all the resources you know, use critical thinking skills and teamwork to solve problems.
- ✓ **Basic Non-Negotiables**
 - Many jobs in this industry require security/background checks, you must be 100% truthful at all times.

HIGH SCHOOL DIPLOMA

TEALS programs in CCSD, BCSD, DD2

📅 4 years 💰 \$27K-\$40K+

Help Desk Associate
Computer User Support Specialist
Technical Support Representative

CERTIFICATIONS

Trident Technical College, ECPI

📅 6-24 months 💰 \$40K-\$60K+

Web Developers & Web Designers (IF EXPERIENCE)
Jr Software Programmers/Developers
Network Security Technician (CERTIFICATION ON THE NETWORK PLATFORM IS SOUGHT)

YOUTH APPRENTICESHIP

Charleston Regional Youth Apprenticeships at Trident Technical College

📅 2 years

YA Computer Programming
YA Computer Networking
YA Cyber

BACHELOR'S DEGREE

ECPI, Citadel, Charleston Southern, College of Charleston

💰 \$58K-\$75K+ 📅 48 to 60 months

Cyber Security Engineer
Information Assurance Analyst
Network Administrator/Systems Administrator
Network Engineer
User Experience Engineer (HUMAN/COMPUTER INTERACTION)
Software Engineer



ASSOCIATE'S DEGREE

ECPI, Trident Technical College

💰 \$45K-\$72K+ 📅 24 to 36 months

Web Developers & Web Designers
Operations Support Analyst
Full Stack Developer
Network Support Technician



MASTER'S DEGREE

Citadel, Charleston Southern University

💰 \$100K-\$200K+

Software Engineering Team Lead
Sr. Data Administrator
Sr. Cloud Architect
Sr. Software Engineer
Sr. Systems Engineer

WITH GUIDANCE FROM THE
FOLLOWING LOCAL EMPLOYERS

blackbaud®

eGroup

BoomTown!

BUSINESS OCCUPATIONS

WHAT CAN I DO NOW?

- ☑ Be Curious, learn to research.
- ☑ Take advantage of Career and Technical Education business classes at your high school.
- ☑ Take a summer internship or even a one day job shadow - every experience teaches you something.
- ☑ Make a Tallo profile and continue to build it over time.

DO IT QUICK!



You can earn a Continuing Ed certification from Trident Technical College in Accounting, Business and Interpersonal Skills, Bookkeeping, Human Resources - some in as little as 6 weeks.

TALENT DEMAND

1,800

There are over 1800 job openings in the Business Management and Finance sectors beyond the local graduate output.

DID YOU KNOW?



Many employers provide tuition support or tuition reimbursement toward certification or degrees relevant to your job

DID YOU KNOW?



The average Purchasing Agent in the region can earn \$72,630, the average Accountant makes \$58,330.

The average annual salary of General Managers of businesses in the Charleston Metro Area is \$106,500, not including benefits.

SKILLS NEEDED

Communication/Listening Skills

- Effective verbal and written and body language communication is required for any job.
- Adapt to different cultures and people, be a team player.

Customer Service Skills

- The Customer comes first. Everyone is a customer including internal co-workers.
- Be aware of your tone of voice and how you approach different people.

Detail Oriented Skills

- Take responsibility for your knowledge of office software, use initiative to practice and improve your knowledge of office software.
- Stick to deadlines.

Problem Solving/Analytical Skills

- Learn to troubleshoot and think on your feet as small problems arise. Research the issue and take the initiative to solve the problem.

Math Skills

- Understand basic algebra. Perform basic math operations, percentages, conversion, and use of a calculator.

Basic Non-Negotiables

- Show up. Arriving on time means arriving a little early.
- Know your industry and dress for success, look like a professional.
- Remember all new employees must pass a drug test and some companies will not hire you if you have a criminal record.

HIGH SCHOOL DIPLOMA

Business Career Academies in BCSD, DD2 and CCSD

📅 4 years 💰 \$23K-\$35K+

Customer Service Representative
Accounts Receivable Clerk
Accounts Payable Clerk
Office Assistant/Receptionist

CERTIFICATIONS

Trident Technical College

📅 6 to 24 months 💰 \$30K-\$40K+

Bookkeeping Assistant
Accounting Clerk
Digital Marketing Communications

YOUTH APPRENTICESHIP

Charleston Regional Youth Apprenticeships at Trident Technical College

📅 2 years

YA Bookkeeping - Pre Accounting

BACHELOR'S DEGREE

Citadel, Charleston Southern, College of Charleston, ECPI

💰 \$40K-\$60K+ 📅 48 to 60 months

Accountant/Assistant Controller
Auditor
Financial Analyst
Human Resources Specialist
Buyer/Purchasing Agent
Financial Advisor
Mortgage Banker
Commercial Banker
Logistician



ASSOCIATE'S DEGREE

Trident Technical College

💰 \$37K-\$47K+ 📅 24 to 36 months

Full-Charge Bookkeeper
Cost Accountant
Human Resources Assistant
Office Manager
Payroll Analyst



MASTER'S AND BEYOND

Citadel, Charleston Southern, College of Charleston, ECPI

💰 \$80K-\$100K+ 📅 24 to 36 months

CEO
CFO/Finance Director/Controller
COO, VP Operations
CHRO/Chief Human Resources Officer
Diversity Officer
Strategy Manager
Market Leader

WITH GUIDANCE FROM THE FOLLOWING LOCAL EMPLOYERS



MANUFACTURING OCCUPATIONS

WHAT CAN I DO NOW?

- ☑ Be curious, learn to research.
- ☑ Look for Mechatronics, Robotics or Engineering courses at your high school.
- ☑ Get a Continuing Education Certification.
- ☑ Take apart a small machine. Learn all you can and put it back together.
- ☑ Build a Tallo profile and add to it over time.
- ☑ Do several job shadows - every experience teaches you something.

DO IT QUICK!



You can earn a Continuing Ed certification from Trident Technical College in Production, Equipment and Machinery training, Industrial Safety, Quality Control or Supply Chain - some just 6 weeks long.

HIGH SCHOOL DIPLOMA

STEM Career Academies in BCSD, DD2 and CCSD

📅 4 years 💰 \$21K-\$31K



General Assembler
Production Associate

CERTIFICATIONS

Trident Technical College

📅 6 to 24 months 💰 \$30K-\$48K+

Aircraft Mechanical Tech/
Industrial Mechanic
CNC Machine Tool Operator
Robotics Tech
Machining/Mechatronics Technician
Welder

YOUTH APPRENTICESHIP

Charleston Regional Youth Apprenticeships at Trident Technical College

📅 2 years



Machine Tool Technology
Industrial Mechanics

TALENT DEMAND

The average experienced Industrial Mechanic in Charleston makes more than \$25 per hour or \$53,000 per year, not including benefits.

The average experienced Mechanical Engineer in Charleston makes about \$43 per hour or about \$90,000 per year, not including benefits.

800+

There are 800+ production job openings listed on scworks.org in the Charleston Metro Area. Listings can change daily.

2.38 TRILLION

Manufacturers contribute 2.38 trillion to the U.S. economy.

DID YOU KNOW?



Many employers provide tuition support or tuition reimbursement toward certification or degrees relevant to your job.

DID YOU KNOW?



Did you know that Advanced Manufacturing is Clean, Cool, Lucrative?

Three manufacturers, Boeing, Volvo and Mercedes-Benz Vans, together hired more than 2,500 people last year. Your neighbors, friends and family members manufacture vehicles right here in Charleston and then ship them all over the world!

BACHELOR'S DEGREE

ECPI, Citadel, Charleston Southern University

💰 \$45K-\$75+K 📅 48 to 60 months

Materials Scientist Engineer
Industrial Engineer
Mechanical Engineer
Manufacturing Test Engineer
Lean Manager
Purchasing Supervisor



ASSOCIATE'S DEGREE

ECPI, Trident Technical College

💰 \$35K-\$55K+ 📅 24 to 36 months

Industrial Engineering Tech
Electrical Engineering Tech
Assembler and Mechanics Tech
Industrial Production Supervisor
Service Engineer Tech
Controls Service Tech

SKILLS NEEDED

🔊 Communication/Listening Skills

- Communication skills are a must, including the appropriate method of communication.
- Acceptable written skills always require the use of solid grammar, correct spelling and punctuation.

🔍 Problem Solving/Analytical Skills

- Learn to troubleshoot and think on your feet as small problems arise.

📊 Math Skills

- Knowledge of geometry concepts, working to scale, relating point A to point B. Ability to use a tape measure and determine the distance across a surface.
- Knowledge of conversions and working with fractions gives a competitive edge.

💰 Ability to be cross-trained

- The ability and intention to be cross trained makes an employee much more valuable. If you can fill in when someone is absent you will get noticed by management. Employees who are more valuable and have good attitudes get promoted.

☑ Basic Non-Negotiables

- Be honest and dependable. Being on time means arriving 15 minutes early.
- Remember all new employees must pass a drug test and some companies will not hire you if you have a criminal record.

WITH GUIDANCE FROM THE FOLLOWING LOCAL EMPLOYERS



Mercedes-Benz



BOSCH



