

# Business Management & Administration



## CAREER PATHWAYS

Problem solvers, strategists, people who are money-minded – they are all needed in professional and business services. Diverse and exciting professional jobs call for out-of-the-box ideas, whether you are a big picture thinker, or you like to fine-tune the details. There are a number of avenues you can pursue including a career in finance, operations and sales.



Source: Department of Economic Opportunity, Labor Market Statistics Center, Florida's Great Northwest, FLDOE, and CareerSource. Average Hourly Wage Rate and Education requirements are compiled from local employer surveys, the final education requirement and wage rate is the decision of the hiring employer

## FIRST

Requires on-the-job training, work experience, and/or a high school diploma.

JOB	AVG HOURLY RATE
Medical Secretary and Administrative Assistant	\$16.05
Office Clerk	\$16.90
Customer Service Representative	\$14.85
Payroll and Timekeeping Clerk	\$20.24
Information and Record Clerk	\$20.44

## NEXT

Requires two years of education beyond high school or on-the-job experience.

JOB	AVG HOURLY RATE
Loan Interviewer	\$20.69
Executive Secretary and Executive Administrative Assistant	\$23.10
First Line Supervisor of Office and Administrative Support Workers	\$25.66
Human Resource Specialist	\$26.90

## LATER

Requires four or more years of education beyond high school plus work experience.

JOB	AVG HOURLY RATE
Business Operations Specialist	\$27.56
Loan Officer	\$32.57
Administrative Services Manager	\$41.66
Human Resource Manager	\$49.06

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## TRAINING PATHWAYS

### FIRST

Middle and high school career exploration or career academy programs

#### TRAINING PROGRAMS

#### INSTITUTION/SCHOOL

Administrative Office Specialist

Poplar Springs School  
Ponce de Leon High School  
Bethlehem High School

### NEXT

Certifications, technical programs or two-year degree programs

#### TRAINING PROGRAMS

#### INSTITUTION/SCHOOL

Medical Administrative Specialist

Tom P. Haney Technical College

Administrative Office Assistant  
Medical Administrative Specialist

Florida Panhandle Technical College

Business Administration  
Help Desk Support Technician

Chipola College

Business Management  
Accounting  
Economics

Gulf Coast State College

### LATER

Bachelor's, master's or doctoral programs

#### TRAINING PROGRAMS

#### INSTITUTION/SCHOOL

Business Administration/Accounting  
Business Administration/Management

Chipola College

Business/Management

Gulf Coast State College

Project Management

Embry Riddle Aeronautical University

Business Administration

Florida State University

**Important Note: Ongoing guidance from academic career advisors and supervisors throughout your education and training pathway is recommended.**

This program is supported in part through a multi-year grant from Florida Power & Light Company to the Consortium of Florida Education Foundations.

For more information, please visit  
[HolmesCareerPathways.com](http://HolmesCareerPathways.com)

