BUSINESS MANAGEMENT & ADMINISTRATION CAREER CLUSTER

DEGREE/TRAINING REQUIRED Standard Occupational System (SOC) Code	OCCUPATION	KANSAS MEDIAN SALARY[i]	% CHANGE / EMPLOYMENT PROSPECTS	
			KANSAS 2008-2018[ii]	USA 2008-2018[iii]
-Associate Degree **-Certifications** **-On the Job Training** **-2 Yr. Community/Technical Colleges** **-Registered Apprenticeship**				
13-1041	Compliance Officers: Equal Opportunity Specialists/OSDA/ADA Compliance Officers	$23.53/hr.	+32%	+21%
23-2091	Court Reporters	$24.90/hr.	+19%	+18%
27-3091	Interpreters and Translators	$16.02/hr.	+26%	+22%
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers: Office Managers/ Administrative Support	$18.96/hr.	+11%	+11%
43-2021	Telephone Operators: Communications Equipment Operators	$18.42/hr.	+2%	-4%
43-4051	Customer Service Representatives: Customer Service Assistants	$13.39/hr.	+25%	+18%
43-4121	Library Assistants, Clerical	$8.92/hr.	+10%	+11%
43-4151	Order Clerks	$11.52/hr.	-29%	-26%
43-4161	Human Resources Assistants, Except Payroll and Timekeeping: Assignment Clerks/Identification Clerks/Human Resources Clerks	$16.51/hr.	-6%	-6%

[i] 2008-2018 Kansas Occupational Outlook Study, http://www.dol.ks.gov
[ii] 2008-2018 Kansas Occupational Outlook Study, http://www.dol.ks.gov
[iii] 2010-2011 National Employment Occupational Outlook Handbook, http://www.bls.gov/oco

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43-4171	Receptionists and Information Clerks	$11.06/hr.	+13%	+15%
43-5032	Dispatchers, Except Police, Fire, and Ambulance	$16.55/hr.	-2%	-3%
43-5071	Shipping, Receiving, and Traffic Clerks	$13.39/hr.	-8%	-7%
43-6011	Executive Secretaries and Administrative Assistants: Executive Assistants / Information Assistants	$17.14/hr.	+12%	+13%
43-6014	Secretaries, Except Legal, Medical, and Executive	$12.19/hr.	+3%	+5%
43-9011	Computer Operators	$14.55/hr.	-13%	-19%
43-9021	Data Entry Keyers: Data Entry Specialists	$13.12/hr.	-11%	-6%
43-9022	Word Processors and Typists: Stenographers / Records Processing Occupations	$13.22/hr.	-8%	-6%
43-9031	Desktop Publishers	$14.38/hr.	-22%	-23%
Bachelor's Degrees Colleges / Universities				
11-1011	Chief Executives: Entrepreneurs/ Government Management	$55.95/hr.	-2%	-1%
11-1021	General and Operations Mangers: Human Resources Managers/ International Human Resources Managers/ Human Resources Generalists	$35.75/hr.	-1%	+0%
11-2031	Public Relations Managers: Association Managers/ Public Organization Managers	$36.48/hr.	+10%	+13%
11-3011	Administrative Services Managers	$32.22/hr.	+13%	+12%
11-3031	Financial Managers: Accounting Managers/ Accounts Payable Managers/ Assistant Credit	$37.61/hr.	+8%	+8%

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	Managers/ Billing Managers/ Credit and Collection Managers/ Risk Managers			
11-3049	Human Resources Mangers, All Other: Industrial Relations Directors/ Employment and Placement Managers/ Employee Assistance Plan Managers/ Compensation and Benefits Managers/ Training and Development Managers	$41.74/hr.	+12%	+9%
11-3051	Industrial Production Managers: Manufacturing Management	$33.78/hr.	-4%	-8%
11-3061	Purchasing Managers	$36.42/hr.	+0%	+2%
11-9111	Medical and Health Services Managers: Hospital Management	$34.79/hr.	+17%	+16%
13-1071	Employment, Recruitment, and Placement Specialists: Personnel Recruiters	$19.13/hr.	+32%	+28%
13-1072	Compensation, Benefits, and Job Analysis Specialists: Pay Equity Officers/ Occupational Analysts/ Payroll Professionals	$23.16/hr.	+22%	+24%
13-1073	Training and Development Specialists: Corporate Trainers	$22.43/hr.	+24%	+23%
13-1079	Human Resources, Training, and Labor Relations Specialists: Human Resources Coordinators/ Human Resources Consultant/ Employer Relations Representatives/ Conciliators/ Mediators/ Arbitrators/ Labor and Personnel Relations Specialists/ Affirmative Action Coordinators	$26.89/hr.	+18%	+24%
13-1111	Management Analysts	$37.55/hr.	+13%	+24%
13-1121	Meeting and Convention Planners	$17.75/hr.	+15%	+16%

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15-1051	Computer Systems Analysts: Human Resources Information System Specialists	$32.56/hr.	+18%	+20%
27-3031	Public Relations Specialists	$21.58/hr.	+23%	+24%
Graduate Degrees Colleges/Universities				
19-3032	Industrial-Organizational Psychologists	N/A	N/A	+26%

N/A = Data Not Available

Employment is projected to:	Growth compared to average:
increase 21 percent or more	Grow much faster than average
increase 14 to 20 percent	Grow faster than average
increase 7 to 13 percent	Grow about as fast as average
increase 3 to 6 percent	Grow more slowly than average
decrease 2 percent to increase 2 percent	Little or no change
decrease 3 to 9 percent	Decline slowly or moderately
decrease 10 percent or more	Decline rapidly