# BUSINESS MANAGEMENT & ADMINISTRATION CAREER CLUSTER
## PATHWAY: ADMINISTRATIVE SERVICES

<table>
<thead>
<tr>
<th>DEGREE/TRAINING REQUIRED</th>
<th>OCCUPATION</th>
<th>KANSAS MEDIAN ANNUAL WAGE[^1]</th>
<th>NATIONAL MEDIAN ANNUAL WAGE[^iii]</th>
<th>% CHANGE / EMPLOYMENT PROSPECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Associate Degree</td>
<td>-Certifications</td>
<td>-On the Job Training</td>
<td>-2 Yr. Community/Technical Colleges</td>
<td>-Registered Apprenticeship</td>
</tr>
<tr>
<td>23-2091</td>
<td>Court Reporters</td>
<td>$54,360</td>
<td>$49,500</td>
<td>+1.2%</td>
</tr>
<tr>
<td>43-1011</td>
<td>First-Line Supervisors/Managers of Office and Administrative Support Workers: Office Managers/ Administrative Support</td>
<td>$45,450</td>
<td>$52,630</td>
<td>+1.2%</td>
</tr>
<tr>
<td>43-6011</td>
<td>Executive Secretaries and Administrative Assistants: Executive Assistants / Information Assistants</td>
<td>$42,740</td>
<td>$53,370</td>
<td>-0.2%</td>
</tr>
<tr>
<td>43-5032</td>
<td>Dispatchers, Except Police, Fire, and Ambulance</td>
<td>$34,990</td>
<td>$37,150</td>
<td>+1%</td>
</tr>
<tr>
<td>43-9031</td>
<td>Desktop Publishers</td>
<td>$31,610</td>
<td>$39,840</td>
<td>-1.7%</td>
</tr>
<tr>
<td>43-9011</td>
<td>Computer Operators</td>
<td>$37,390</td>
<td>$40,420</td>
<td>-1.6%</td>
</tr>
<tr>
<td>43-4051</td>
<td>Customer Service Representatives: Customer Service Assistants</td>
<td>$30,190</td>
<td>$31,720</td>
<td>+1.6%</td>
</tr>
<tr>
<td>43-4151</td>
<td>Order Clerks</td>
<td>$30,270</td>
<td>$32,330</td>
<td>-0.4%</td>
</tr>
</tbody>
</table>

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<tr>
<th>DEGREE/TRAINING REQUIRED</th>
<th>OCCUPATION</th>
<th>KANSAS MEDIAN ANNUAL WAGE</th>
<th>NATIONAL MEDIAN ANNUAL WAGE</th>
<th>% CHANGE / EMPLOYMENT PROSPECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Word Processors and Typists: Stenographers / Records Processing Occupations</strong></td>
<td>$30,190</td>
<td>$37,610</td>
<td>-2.6%</td>
</tr>
<tr>
<td>43-9022</td>
<td><strong>Shipping, Receiving, and Traffic Clerks</strong></td>
<td>$28,990</td>
<td>$30,450</td>
<td>+0.7%</td>
</tr>
<tr>
<td>43-5071</td>
<td><strong>Secretaries, Except Legal, Medical, and Executive</strong></td>
<td>$28,780</td>
<td>$33,910</td>
<td>+1.3%</td>
</tr>
<tr>
<td>43-6014</td>
<td><strong>Medical Assistants</strong></td>
<td>$27,190</td>
<td>$30,590</td>
<td>+1.9%</td>
</tr>
<tr>
<td>31-9092</td>
<td><strong>Data Entry Keyers: Data Entry Specialists</strong></td>
<td>$29,150</td>
<td>$29,460</td>
<td>-2.6%</td>
</tr>
<tr>
<td>43-9021</td>
<td><strong>Receptionists and Information Clerks</strong></td>
<td>$24,230</td>
<td>$27,300</td>
<td>+1%</td>
</tr>
<tr>
<td>43-4171</td>
<td><strong>Library Assistants, Clerical</strong></td>
<td>$21,540</td>
<td>$24,480</td>
<td>+1.4%</td>
</tr>
<tr>
<td><strong>Bachelor’s Degrees Colleges / Universities</strong></td>
<td><strong>Administrative Services Managers</strong></td>
<td>$72,860</td>
<td>$86,110</td>
<td>+1.3%</td>
</tr>
</tbody>
</table>

N/A = Data Not Available

**Employment is projected to:**
- increase 21 percent or more
- increase 14 to 20 percent
- increase 7 to 13 percent
- increase 3 to 6 percent
- decrease 2 percent to increase 2 percent
- decrease 3 to 9 percent
- decrease 10 percent or more

**Growth compared to average:**
- Grow much faster than average
- Grow faster than average
- Grow about as fast as average
- Grow more slowly than average
- Little or no change
- Decline slowly or moderately
- Decline rapidly