



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

DEGREE/TRAINING REQUIRED Standard Occupational System (SOC) Code	OCCUPATION	KANSAS MEDIAN ANNUAL WAGE ⁱ	NATIONAL MEDIAN ANNUAL WAGE ⁱⁱⁱ	% CHANGE / EMPLOYMENT PROSPECTS	
				KANSAS 2012-2022 ⁱⁱ	USA 2014-2024 ⁱⁱⁱ
-Associate Degree -Certifications -On the Job Training -2 Yr. Community/Technical Colleges -Registered Apprenticeship					
23-2091	Court Reporters	\$54,360	\$49,500	+1.2%	+1.5%
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers: Office Managers/ Administrative Support	\$45,450	\$52,630	+1.2%	+8.3%
43-6011	Executive Secretaries and Administrative Assistants: Executive Assistants / Information Assistants	\$42,740	\$53,370	-0.2%	-5.7%
43-5032	Dispatchers, Except Police, Fire, and Ambulance	\$34,990	\$37,150	+1%	+4.4%
43-9031	Desktop Publishers	\$31,610	\$39,840	-1.7%	-21%
43-9011	Computer Operators	\$37,390	\$40,420	-1.6%	-19%
43-4051	Customer Service Representatives: Customer Service Assistants	\$30,190	\$31,720	+1.6%	+9.8%
43-4151	Order Clerks	\$30,270	\$32,330	-0.4%	-0.8%

ⁱ 2012-2022 Kansas Occupational Outlook Study, <http://www.dol.ks.gov>

ⁱⁱ 2012-2022 Kansas Occupational Outlook Study, <http://www.dol.ks.gov>

ⁱⁱⁱ 2015-2016 National Employment Occupational Outlook Handbook, <http://www.bls.gov/ooH>

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43-9022	Word Processors and Typists: Stenographers / Records Processing Occupations	\$30,190	\$37,610	-2.6%	-15.7%
43-5071	Shipping, Receiving, and Traffic Clerks	\$28,990	\$30,450	+0.7%	-2.2%
43-6014	Secretaries, Except Legal, Medical, and Executive	\$28,780	\$33,910	+1.3%	+2.6%
31-9092	Medical Assistants	\$27,190	\$30,590	+1.9%	+23.5%
43-9021	Data Entry Keyers: Data Entry Specialists	\$29,150	\$29,460	-2.6%	-3.7%
43-4171	Receptionists and Information Clerks	\$24,230	\$27,300	+1%	+9.5%
43-4121	Library Assistants, Clerical	\$21,540	\$24,480	+1.4%	+5.4%
Bachelor's Degrees Colleges / Universities					
11-3011	Administrative Services Managers	\$72,860	\$86,110	+1.3%	+8.2%

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