



**BUSINESS, MANAGEMENT & ADMINISTRATION CAREER CLUSTER / PATHWAYS**



Business Management & Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management & Administration career opportunities are available in every sector of the economy.

PATH WAYS	Administrative Services	Business Information Management	General Management	Human Resources Management	Operations Management
SAMPLE CAREER SPECIALTIES / OCCUPATIONS	<input type="checkbox"/> Administrative Assistant <input type="checkbox"/> Executive Assistant <input type="checkbox"/> Office Manager <input type="checkbox"/> Administrative Support <input type="checkbox"/> Medial Front Office Asst. <input type="checkbox"/> Information Assistant <input type="checkbox"/> Desktop Publisher <input type="checkbox"/> Customer Service Asst. <input type="checkbox"/> Data Entry Specialists <input type="checkbox"/> Receptionist <input type="checkbox"/> Communications Equipment Operator <input type="checkbox"/> Computer Operator <input type="checkbox"/> Court Reporter <input type="checkbox"/> Stenographer <input type="checkbox"/> Dispatcher <input type="checkbox"/> Shipping & Receiving Personnel <input type="checkbox"/> Records Processing Occupations Including Library Asst. & Order Processor <input type="checkbox"/> Word Processor <input type="checkbox"/> Typists <input type="checkbox"/> Medical Transcriptionist <input type="checkbox"/> Legal Secretaries <input type="checkbox"/> Paralegals	<input type="checkbox"/> Accountants <input type="checkbox"/> Accounting Clerk <input type="checkbox"/> Accounting Supervisor <input type="checkbox"/> Adjuster <input type="checkbox"/> Adjustment Clerk <input type="checkbox"/> Assistant Treasurer <input type="checkbox"/> Auditor <input type="checkbox"/> Bookkeeper <input type="checkbox"/> Budget Analyst <input type="checkbox"/> Billing Supervisor <input type="checkbox"/> Cash Manager <input type="checkbox"/> Controller <input type="checkbox"/> Merger & Acquisitions Mngr. <input type="checkbox"/> Price Analyst <input type="checkbox"/> Top Collections Executive <input type="checkbox"/> Top Investment Executive <input type="checkbox"/> Treasurer <input type="checkbox"/> Chief Financial Officer <input type="checkbox"/> Finance Director <input type="checkbox"/> Certified Public Acct. <input type="checkbox"/> Accounts Receivable Clerk <input type="checkbox"/> Cost Accountant <input type="checkbox"/> Financial Accountant <input type="checkbox"/> Billing Clerk <input type="checkbox"/> Payroll Accounting Clerk	<input type="checkbox"/> Entrepreneurs <input type="checkbox"/> Chief Executives <input type="checkbox"/> General Managers <input type="checkbox"/> Accounting Manager <input type="checkbox"/> Accounts Payable Mngr. <input type="checkbox"/> Assistant Credit Manager <input type="checkbox"/> Billing Manager <input type="checkbox"/> Business & Development Manager <input type="checkbox"/> Compensation & Benefits Manager <input type="checkbox"/> Credit & Collections Manager <input type="checkbox"/> Payroll Manager <input type="checkbox"/> Risk Manager <input type="checkbox"/> Operations Managers <input type="checkbox"/> Public Relations Managers <input type="checkbox"/> Human Resource Managers <input type="checkbox"/> Management Analysts <input type="checkbox"/> Facilities Managers	<input type="checkbox"/> Human Resources Managers <input type="checkbox"/> Inter. Human Resources Mngrs. <input type="checkbox"/> Human Resources Coordinators <input type="checkbox"/> Industrial Relations Director <input type="checkbox"/> Compensation & Benefits Mngrs. <input type="checkbox"/> Employment & Placement Mngrs. <input type="checkbox"/> Employee Assistance Plan Mngrs. <input type="checkbox"/> Training & Development Mngrs. <input type="checkbox"/> Human Resources Consultant <input type="checkbox"/> Corporate Trainer <input type="checkbox"/> Training & Development Spec. <input type="checkbox"/> Conciliators/Mediators/ Arbitrators <input type="checkbox"/> Employer Relations Reps. <input type="checkbox"/> Labor & Personnel Relations Spec. <input type="checkbox"/> Equal Employment Oppor. Spec. <input type="checkbox"/> OSHA/ADA Compliance Office <input type="checkbox"/> Pay Equity Officers <input type="checkbox"/> Interpreters & Translators <input type="checkbox"/> Organizational Behaviorists <input type="checkbox"/> Occupational Analysts <input type="checkbox"/> Compensation, Benefits & Job Analyst Specialists <input type="checkbox"/> Human Resources Info. Sys. Spec <input type="checkbox"/> Meeting & Convention Planners	<input type="checkbox"/> Systems Analyst <input type="checkbox"/> E-Commerce Analyst <input type="checkbox"/> Requirements Specialist <input type="checkbox"/> Marketing Analyst <input type="checkbox"/> Operations Research Analyst <input type="checkbox"/> Business Consultant <input type="checkbox"/> Business Analyst <input type="checkbox"/> Budget Analyst <input type="checkbox"/> Product Manager <input type="checkbox"/> Price Analyst <input type="checkbox"/> Warehouse Managers <input type="checkbox"/> Materials Managers <input type="checkbox"/> Traffic Managers <input type="checkbox"/> Transportation Managers <input type="checkbox"/> Inventory Mangers <input type="checkbox"/> Logistics Managers <input type="checkbox"/> Distribution Coordinators <input type="checkbox"/> Logistics Analysts/Engineers <input type="checkbox"/> Distribution Coordinators <input type="checkbox"/> Shipping/Receiving Admin. <input type="checkbox"/> Shipping/Receiving Clerks

**Is this career path for you?**

- Do you enjoy being a leader, organizing people, planning activities, and talking?
- Do you like to work with numbers or ideas?
- Do you enjoy carrying through with an idea and seeing the end product?
- Do you like things neat and orderly?
- Would you enjoy balancing a checkbook, following the stock market, holding an office in a club, or surfing the Internet?

Passions – creating order, knowing the proper procedures and standards, valuing consistency  
 Attitude – organized, honest, dependable, and responsible  
 Talents – high energy level, good with words, organizing and leading ability  
 Heart – likes to work with people, likes to coordinate projects

Are you?

- Enterprising**
- Conventional**
- Social**
- Investigative
- Artistic
- Realistic

If you are not sure what your Holland Code score is, complete an assessment at [www.WisCareers.wisc.edu](http://www.WisCareers.wisc.edu)

**Important Web Page Links**

- [www.winneconne.k12.wi.us](http://www.winneconne.k12.wi.us)
- [www.wiscareers.wisc.edu](http://www.wiscareers.wisc.edu)
- [www.uwhelp.wisconsin.edu](http://www.uwhelp.wisconsin.edu)
- [www.dwd.state.wi.us](http://www.dwd.state.wi.us)
- [www.bis.gov](http://www.bis.gov)
- [www.careerclusters.org](http://www.careerclusters.org)
- [www.worknet.wisconsin.gov](http://www.worknet.wisconsin.gov)
- [www.salary.com](http://www.salary.com)
- [www.online.onetcenter.org](http://www.online.onetcenter.org)
- [www.aba-assn.com](http://www.aba-assn.com)
- [www.aicpa.org](http://www.aicpa.org)
- [www.shrm.org](http://www.shrm.org)
- [www.astd.org](http://www.astd.org)
- [www.abpm.org](http://www.abpm.org)