

Business Management & Administration

The Business Management & Administration Career Cluster includes careers in which you plan, organize, direct, and evaluate operations in order to run a successful business. There are a variety of career opportunities available that require skills in organization, time management, customer service, and communication [careertech.org].

When it comes to pursuing her dreams, Kirsten Branch is getting down to business. Kirsten is paying her way through school while pursuing a bachelor's degree in business administration, working full time for a government contractor, and serving as the head cheerleading coach at her alma mater, Stonewall Jackson High School.

To most, that would be a full plate, but Kirsten's ambitions don't end there. Her ultimate career goal is to continue to advance in public service and work for multiple government agencies. She also wants to keep mentoring young professionals and students.

At NTT Data Federal Services, Kirsten works as an administrative analyst supporting a Department of Justice contract. Although security measures prevent her from sharing specific information about her job, she says she regularly uses the skills and knowledge she gained in her middle and high school CTE courses.

The business program at Stonewall Jackson also had a big impact on Kirsten's love of business. "My business teachers impacted me so much that they will probably be invited to my wedding," she says.

by Veronica Garabelli

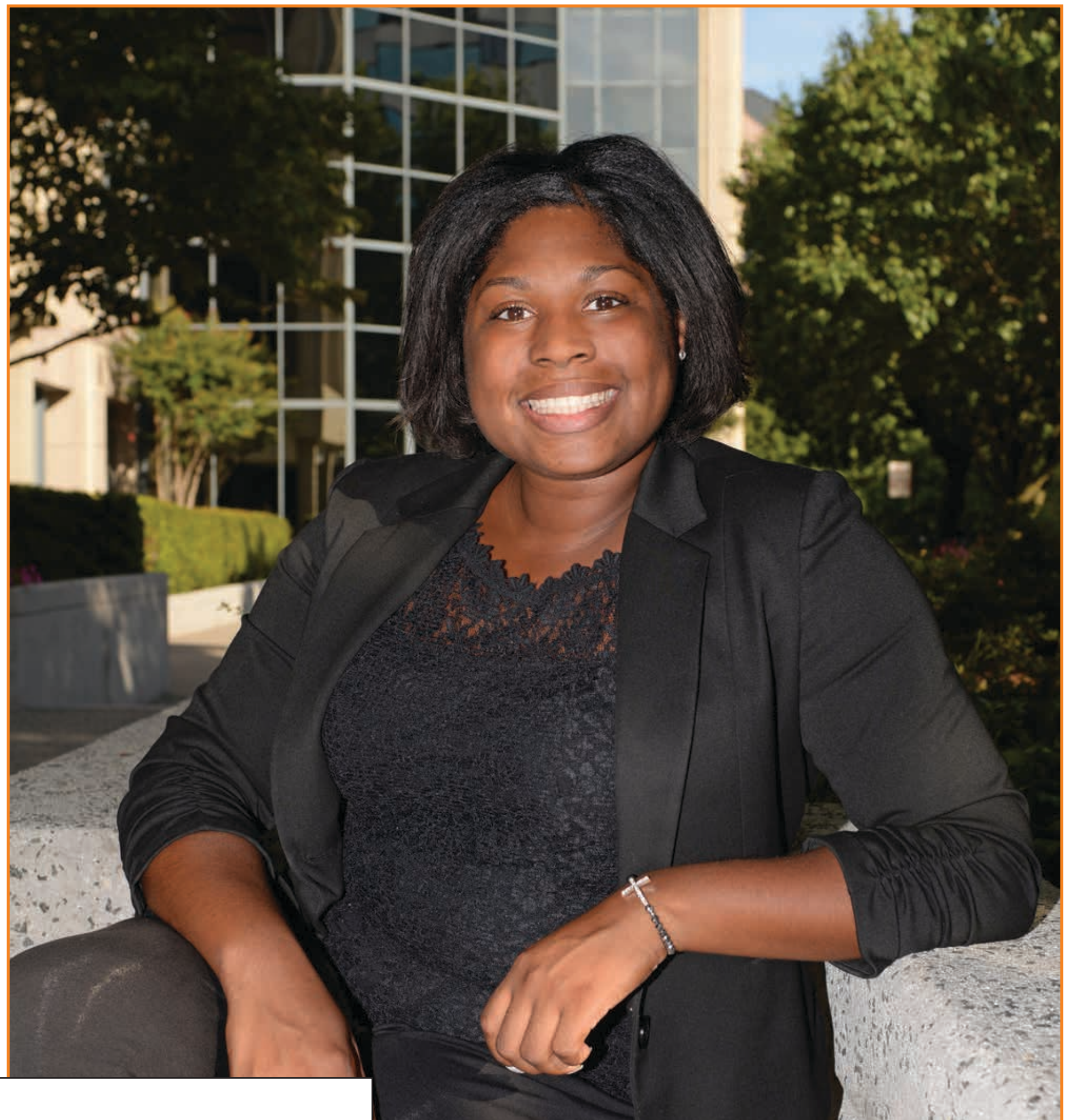


Photo by Mark Rhodes

What they make

Occupation	Employed in Va. ¹	Median wage ²	Predominant level of education
Office clerks	88,065	\$28,590	Associate degree
General and operations managers	55,379	\$114,030	Bachelor's degree
Management analysts	53,611	\$92,140	Bachelor's degree
Customer service representatives	50,697	\$31,170	Associate degree
Bookkeeping clerks	49,952	\$35,900	Associate degree, certification
Supervisors of office workers	40,098	\$50,510	Associate degree
Secretaries and administrative assistants	37,326	\$33,590	Associate degree
Receptionists	30,182	\$26,840	High school diploma
Executive secretaries and assistants	21,250	\$49,830	Associate degree
Shipping, receiving, and traffic clerks	14,489	\$29,300	High school diploma
Training and development specialists	10,012	\$64,290	Bachelor's degree
Operations research analysts	4,789	\$93,470	Bachelor's degree
Administrative services managers	4,748	\$85,380	Associate degree
Human resources assistants	4,430	\$37,830	Associate degree
Payroll and timekeeping clerks	3,780	\$41,220	Associate degree, certification
File clerks	3,456	\$26,230	Associate degree
Human resources managers	2,946	\$118,640	Bachelor's degree
Compensation and job analysis specialists	2,428	\$60,390	Bachelor's degree
Procurement clerks	2,280	\$41,120	Associate degree, certification
Training and development managers	1,155	\$109,680	Bachelor's degree

¹2012 ²2013

Sources: U.S. Bureau of Labor Statistics, Virginia Employment Commission, Trailblazers

Kirsten Branch

Administrative Analyst, NTT Data Federal Services, Inc., Vienna

High school: Stonewall Jackson High School, Prince William County Public Schools

CTE studies: Principles of Business and Marketing; Entrepreneurship; Computer Information Systems; Digital Input Technology



For more information about career planning, visit the CTE Resource Center's Web site.

