



SOFT SKILLS

& WHY THEY MATTER

Soft skills are personal attributes and behaviors that are not tied to a specific job. They can also be defined as inter-personal skills that are used to describe your approach to life, work, and relationships with other people. Which is why technical skills may get your foot in the door, but employers are becoming increasingly more interested in people who display soft skills that reflect the type of character the organization seeks. Below is a list of some common soft skills.

SOFT SKILL	DEFINITION	PRACTICAL APPLICATION
Dependability	Being reliable	Arriving early for work, school, & other activities
Self-Motivation	Internal drive to accomplish things	Completing tasks without being asked
Collaboration	Ability to work well with others	Participating in group projects, sports team
Adaptability	Quality of being able to adjust to new conditions	Taking on a new role in an organization or workplace
Time Management	Process of organizing and planning how to divide your time	Keeping a planner, adhering to a schedule, meeting deadlines
Willingness to Learn	Readiness to acquire more knowledge and improve	Taking a new class, learning a new activity
Attitude	Settled way of thinking or feeling, reflected by behavior	Reflecting on your non-verbal & verbal messages
Confidence	Feeling of self-assurance from one's own abilities	Showing pride in your work and your accomplishments
Honesty	Quality of being truthful & sincere	Owning up to your mistakes
Integrity	Quality of having strong moral principles	Saying no when you are aware that something is wrong
Work Ethic	Belief that hard work has value	Taking a part-time job, staying late
Professionalism	Displaying competence or skill expected of a professional	Always looking clean, polished, and dressed appropriately
Organization	Displaying an efficient & orderly approach	Keeping your workspace & personal space clean at all times
Communication	Ability to convey information effectively & efficiently	Delivering reports in a concise manner





DESTINATION EDUCATION

Questions to ask when deciding on the educational pathway that is best for you.

TO STAY OR NOT TO STAY THAT IS THE QUESTION?

Going away for school can be a great adventure, but there are also advantages to staying close to home. Would you want to see your family on the weekend or only on holidays?

WAIT, HOW MUCH!?!

Cost plays an important role in this decision, but it is only one. The cheapest or the most expensive are not always going to be the best. The true value comes from how your education helps achieve YOUR GOALS.

CAN I HAVE A #3 NO MUSTARD, NO WAIT #8, NO #3, MAYBE #8; TROUBLE DECIDING?

Yes, you know now what you want to do, but that may change. Consider a pathway with several programs of interest. Take courses that can be applied to different majors/careers.

I WANT TO BE A SUPERHERO, WHAT ABOUT YOU?

Your path should lead to the career of your dreams. If it is to be a graphic designer, make sure the program you look at has it as an option. If you want to start at a Community College, make sure the credits can transfer. Colleges and counselors can help you during this process.

JAKE, DO YOUR HOMEWORK! JAKE, CLEAN YOUR ROOM! JAKE, CAN YOU ACT WITHOUT BEING TOLD?

Is YOUR homework done without being told, or do you need reminders? Be honest with your answer, and if you need motivation, look at what kind of support you will need.

ALL ABOUT THE \$\$, HOW MUCH?

Not every career is going to have a large paycheck attached to it. If earning a lot matters to you, you need to research what the expected salaries are in this guide, and ask yourself if this career sounds right for you.



DEFINING HIGHER EDUCATION

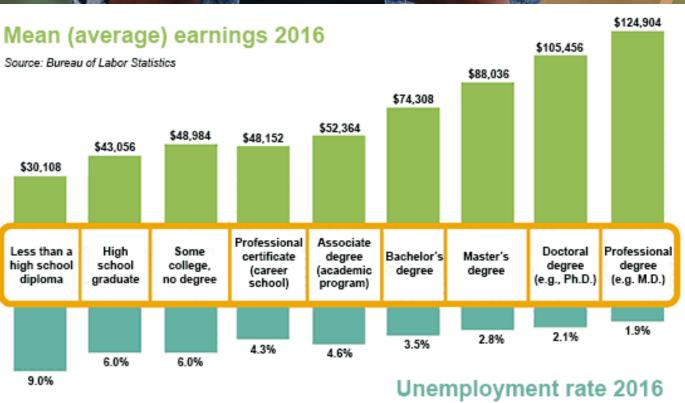
WHAT IT IS. WHY IT MATTERS.

What is postsecondary education? It is the education you get after high school or a GED.

Can I get a job without it? Experts at Georgetown University predict that by 2020, 65% of jobs will require some type of postsecondary education. There are opportunities for those with a high school diploma, but they will usually make less over time and have very limited job availability.

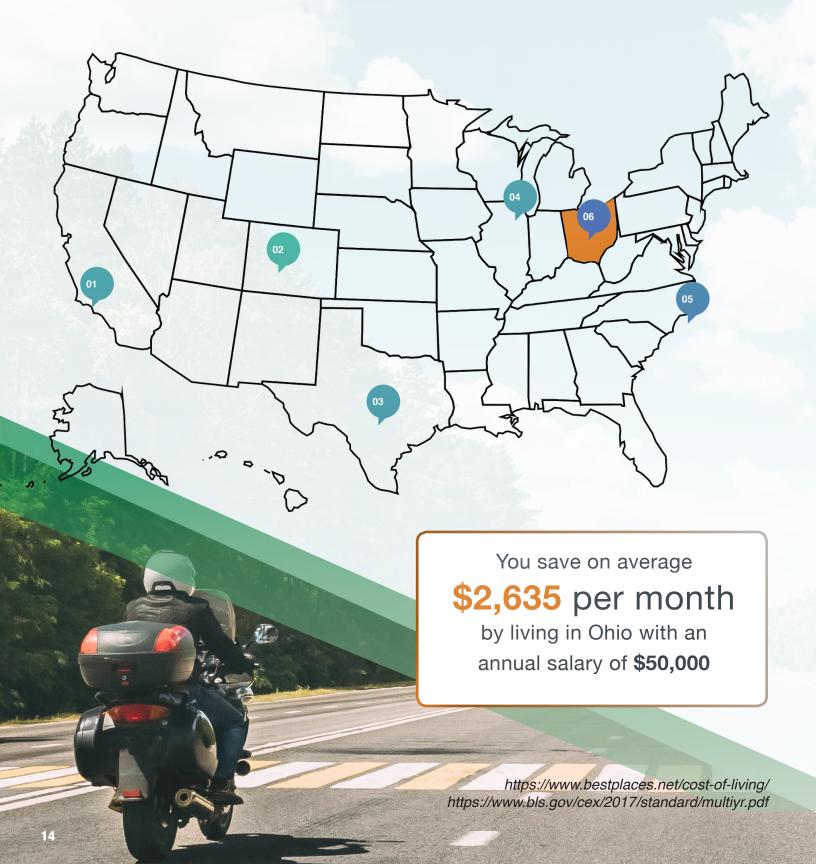
DEGREE TYPE	EXAMPLE OF CAREER USING THIS DEGREE	TIME IT TAKES TO COMPLETE THE DEGREE	% MORE YOU EARN OVER A HIGH-SCHOOL DIPLOMA	PREVIOUS EDUCATION REQUIRED TO START
Postsecondary Certificate	Office Aide Nursing Assistant Plumber	< 2 years	9.86	High School Diploma
Associate's	Registered Nurse Dental Hygienist Biomedical Technician	2 years	18.08	High School Diploma
Bachelor's	Accountant Marketing Manager Actuary	4 years	64.11	High School Diploma
Master's	Social Worker Criminologist	2-3 years	96.44	Bachelor's Degree
Professional or Advanced	Veterinarian Lawyer/Attorney	2-5 years	158.08	Bachelor's Degree





OHIO:

THE AFFORDABLE STATE



02

LOS ANGELES

To match a salary of \$50,00 you'd need to earn **\$126,524**

Grocery: \$365 Housing: \$3,553 Utilities: \$300

Transportation: \$1,522 Healthcare \$350

TOTAL COST PER MONTH: \$6,090

03

DALLAS

To match a salary of \$50,000 you'd need to earn **\$69,844**

Grocery: \$338 Housing: \$995 Utilities: \$320

Transportation: \$1,107 Healthcare: \$388

TOTAL COST PER MONTH: \$3,148

05

NEW YORK

To match a salary of \$50,000 you'd need to earn **\$135,733**

Grocery: \$417 Housing: \$3,509 Utilities: \$481

Transportation: \$1,688 Healthcare: \$415

TOTAL COST PER MONTH:

\$6,510

DENVER

To match a salary of \$50,000 you'd need to earn **\$93,575**

Grocery: \$347 Housing: \$2,236 Utilities: \$308

Transportation: \$1,072 Healthcare: \$396

TOTAL COST PER MONTH: \$4,359

04

CHICAGO

To match a salary of \$50,000 you'd need to earn **\$76,394**

Grocery: \$341 Housing: \$1,195 Utilities: \$297

Transportation: \$1,275 Healthcare: \$386

TOTAL COST PER MONTH:

\$3,495

06

OHIO

MAKING \$50,000

Grocery: \$338 Housing: \$270 Utilities: \$303

Transportation: \$838 Healthcare: \$338

TOTAL COST PER MONTH:

\$2,087

BRIGHT OUTLOOK OCCUPATIONS

The following occupations are projected to grow faster than average (employment increase of 10% or more) and projected to have 100,000 or more job openings over the period 2016-2026.

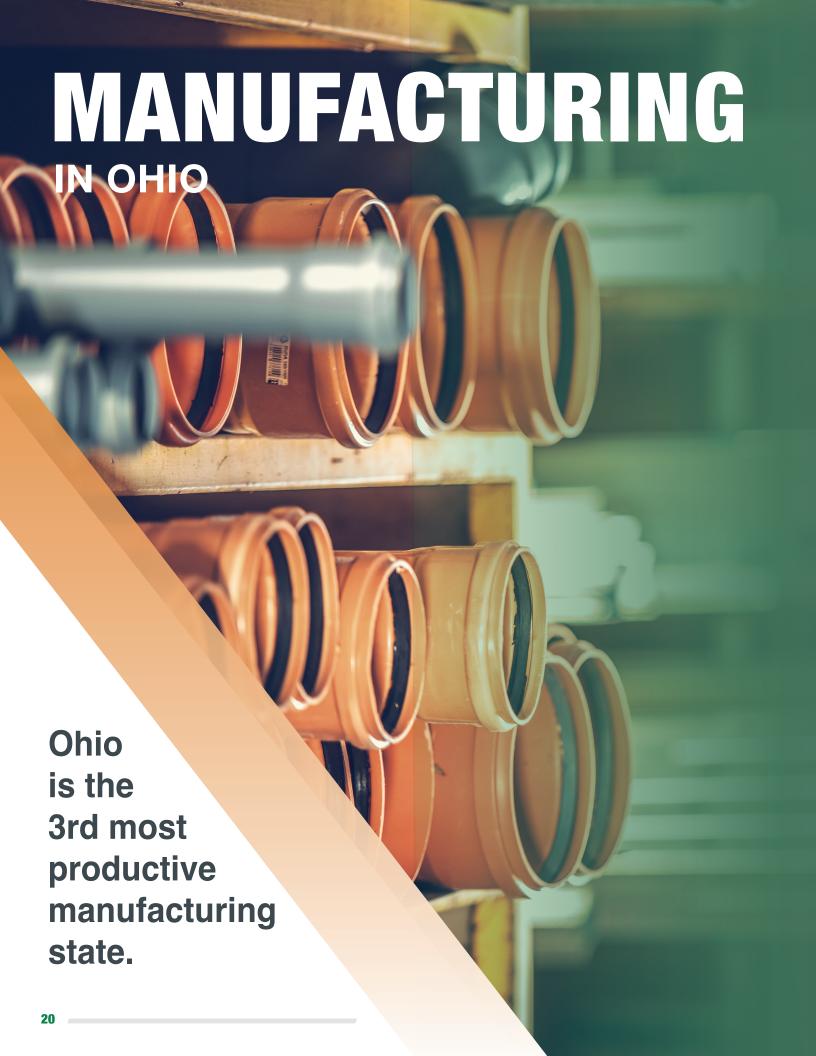
HIGH GROWTH JOB	CAREER CLUSTER	MINIMUM LEVEL OF EDUCATION	MEDIAN SALARY
Water Resource Specialists	Agriculture, Food, and Natural Resources	Master's Degree	123,860
Landscape Architect	Agriculture, Food, and Natural Resources	Post Secondary Certificate	\$68,230
Tree Trimmers and Pruners	Agriculture, Food, and Natural Resources	High school diploma or equivalent	\$38,190
Food Scientists and Technologists	Agriculture, Food, and Natural Resources	Bachelor's Degree	\$65,300
Audio and Video Equipment Technicians	Arts and Communication	Post Secondary Certificate	\$43,770
Actors	Arts and Communication	High school diploma or equivalent	\$36,483
Technical Writers	Arts and Communication	Associates Degree	\$71,850
Film and Video Editors	Arts and Communication	Bachelor's Degree	\$62,650
Office Clerks	Business Administration	High school diploma or equivalent	\$32,730
Training and Development Managers	Business Administration	Bachelor's Degree	\$111,340
Fraud Examiners, Investigators and Analysts	Business Administration	Bachelor's Degree	\$70,280
Customer Service Representatives	Business Administration	High school diploma or equivalent	\$33,750
Solar Photovoltaic Installers	Architecture and Construction	High school diploma or equivalent	\$42,680
Plumbers	Architecture and Construction	Post Secondary Certificate	\$53,910
Electricians	Architecture and Construction	Post Secondary Certificate	\$55,190
Civil Engineers	Architecture and Construction	Bachelor's Degree	\$86,640
Distance Learning Coordinators	Education and Training	Master's Degree	\$82,850
Fitness and Wellness Coordinators	Education and Training	Bachelor's Degree	\$82,850
Interpreters and Translators	Education and Training	Master's Degree	\$64,450
Tutors	Education and Training	High school diploma or equivalent	\$30,850
Accountants	Finance	Associates Degree	\$70,500
Tax Preparers	Finance	High school diploma or equivalent	\$39,390
Actuaries	Finance	Bachelor's Degree	\$102,880
Loan Officers	Finance	High school diploma or equivalent	\$63,040
Urban and Regional Planners	Government	Master's Degree	\$73,050
Financial Examiners	Government	Bachelor's Degree	\$80,180
Arbitrators, Mediators, and Conciliators	Government	Bachelor's Degree	\$62,270
Customs Brokers	Government	High school diploma or equivalent \$70,530	
Family and General Practitioners	Health Sciences	Doctorate \$208,560	
Allergists and Immunologists	Health Sciences	Master's Degree	\$200,890
Magnetic Resonance Imaging Technologists	Health Sciences	Associates Degree	\$71,670
Medical Equipment Preparers	Health Sciences	High school diploma or equivalent	\$36,240



HIGH GROWTH	JOB CAREER	MINIMUM LEVEL OF EDUCATION	MEDIAN SALARY
Customer Service Representatives	Hospitality and Tourism	High school diploma or equivalent	\$33,750
Cooks, Restaurant	Hospitality and Tourism	High school diploma or equivalent	\$26,530
Tour Guides and Escorts	Hospitality and Tourism	High school diploma or equivalent	\$26,570
Meeting, Convention, and Event Planners	Hospitality and Tourism	Bachelor's Degree	\$49,370
Credit Counselors	Human Services	Bachelor's Degree	\$45,180
Marriage and Family Therapists	Human Services	Master's Degree	\$50,090
Mental Health Counselors	Human Services	Master's Degree	\$47,790
Nannies	Human Services	High school diploma or equivalent	\$23,240
Software Developers, Applications	Information Technology	Bachelor's Degree	\$103,620
Web Developers	Information Technology	Associates Degree	\$69,430
Computer User Support Specialists	Information Technology	High school diploma or equivalent	\$50,980
Database Administrators	Information Technology	Associates Degree	\$90,070
Emergency Medical Technicians and Paramedics	Law and Public Safety	Post Secondary Certificate	\$34,320
Forensic Science Technicians	Law and Public Safety	Bachelor's Degree	\$58,230
Paralegals and Legal Assistants	Law and Public Safety	Bachelor's Degree	\$50,940
Private Detectives and Investigators	Law and Public Safety	High school diploma or equivalent	\$50,090
Wind Turbine Service Technicians	Manufacturing	High school diploma or equivalent	\$54,370
Plumbers, Pipe-fitters, and Steamfitters	Manufacturing	Post Secondary Certificate	\$53,910
Dental Laboratory Technicians	Manufacturing	Post Secondary Certificate	\$40,440
Maintenance and Repair Workers, General	Manufacturing	High school diploma or equivalent	\$38,300
Public Relations and Fundraising Managers	Marketing	Bachelor's Degree	\$114,800
Market Research Analysts and Marketing Specialists	Marketing	Bachelor's Degree	\$63,120
Property, Real Estate, and Community Association Managers	Marketing	Marketing Bachelor's Degree	\$58,340
Cashiers	Marketing	High school diploma or equivalent	\$22,430
Human Factors Engineers and Ergonomists	Science, Technology, Engineering, and Mathematics	Master's Degree	\$87,040
Atmospheric and Space Scientists	Science, Technology, Engineering, and Mathematics	Bachelor's Degree	\$94,110
Biostatisticians	Science, Technology, Engineering, and Mathematics	Master's Degree	\$87,780
Environmental Scientists and Specialists, Including Health	Science, Technology, Engineering, and Mathematics	Bachelor's Degree	\$71,130
Automotive Specialty Technicians	Transportation, Distribution, and Logistics	Post Secondary Certificate	\$40,710
Cargo and Freight Agents	Transportation, Distribution, and Logistics	cs High school diploma or equivalent \$43,210	
Heavy and Tractor-Trailer Truck Drivers	Transportation, Distribution, and Logistics	Post Secondary Certificate	\$43,680
Laborers and Freight, Stock, and Material Movers, Hand	Transportation, Distribution, and Logistics	High school diploma or equivalent	\$28,260

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3.5 Million job openings in the U.S. expected over the next 10 years - skilled workers are needed to fill these positions

12.5M

Manufacturing iobs in the U.S.

400k

Manufacturing jobs in the Valley

700k

Manufacturing jobs in Ohio

\$68k

average earnings for employees in the Valley \$2.66B

earnings to our area

92%

workers eligible for healthcare

\$68,429 average earnings for manufacturing employees in the Mahoning Valley

Nationally, 92% of manufacturing employees are eligible for healthcare coverage

Locally, manufacturers bring in \$2.66 billion in earnings to our five-county area

Manufacturing is the largest of Ohio's 20 economic sectors

Source: Mahoning Valley Manufacturing Coalition

THE

SIXTEEN CAREER CLUSTERS

AGRICULTURE, FOOD & NATURAL RESOURCES

CAREERS RELATED TO AGRICULTURE, LIVESTOCK, CROPS, AND PRODUCE

JOB TITLE DESCRIPTION	ANNUAL ENTRY WAGE	ANNUAL MEDIAN WAGE	EDUCATION REQUIRED
Agricultural Engineers	\$50,950	\$75,630	Bachelor's
Apply knowledge of engineering technology and biological science to agricultural problems.			
Animal Scientists	\$41,830	\$70,500	Bachelor's
Conduct research in the genetics, nutrition, reproduction, growth, and development of domestic farm animals.			
Aquacultural Managers	\$47,030	\$73,030	H.S. Diploma
Direct and coordinate, activities of workers engaged in fish hatchery production for corporations, cooperatives, or other owners.			
Cartographers and Photogrammetrists	\$52,850	\$71,800	Bachelor's
Collect, analyze, and interpret geographic information provided by geodetic surveys, aerial photographs, and satellite data. Research, study, and prepare maps and other spatial data in digital or graphic form for legal, social, political, educational, and design purposes.			
Environmental Engineers	\$63,000	\$88,410	Bachelor's
Design, plan, or perform engineering duties in the prevention, control and remediation of environmental health hazards.			
Farm Equipment Mechanics & Service Technicians	\$23,010	\$35,740	Certificate
Diagnose, adjust, repair, or overhaul farm machinery and vehicles, such as tractors, harvesters, dairy equipment, and irrigation systems			
Farm & Ranch Managers	\$48,028	\$74,213	Certificate
Plant he management or operation of farms, ranches, or other agricultural establishments. May hire, train, or supervise farm workers to carry out the day-to-day activities of the managed operation. May engage in or supervise planting, cultivating, harvesting, financial, or marketing activities.			
Soil & Plant Scientist	\$33,160	\$46,960	Bachelor's
Conduct research in breeding, physiology, production, yield, and management of crops and agricultural plants or trees, shrubs, and nursery stock, their growth in soils, and control of pests or study the chemical, physical, biological, and mineralogical composition of soils as they relate to plant or crop growth.			

ARCHITECTURE AND CONSTRUCTION

CAREERS RELATED TO DESIGNING, PLANNING, MANAGING, BUILDING, AND MAINTAINING BUILDINGS AND OTHER STRUCTURES

JOB TITLE DESCRIPTION	ANNUAL ENTRY WAGE	ANNUAL MEDIAN WAGE	EDUCATION REQUIRED
Architectural and Engineering Managers	\$87,930	\$120,520	Bachelor's
Plan, direct, or coordinate activities in such fields as architecture and engineering research and development in these fields			
Carpenters	\$30,950	\$43,780	H.S. Diploma
Perform various building jobs from home buildings to larger commercial projects			
Cement Masons & Concrete Finishers	\$29,930	\$41,120	Less than High School
Mix, place, and finish concrete for various construction projects			
Construction Managers	\$60,260	\$84,990	Bachelor's
Plan, direct, coordinate, or budget, activities concerned with the construction and maintenance of structure, facilities, and systems			
Electricians	\$32,950	\$49,670	Certificate
Install and maintain electrical systems including climate control, security, and communications			
First-Line Supervisors of Construction Trades & Extraction Workers	\$44,270	\$59,710	H.S. Diploma
Directly supervise and coordinate activities of construction or extraction workers			
Heating, Air Conditioning and Refrigeration (HVAC) Mechanics and Installers	\$30,620	\$44,150	Certificate / Some College
Install and repair heating, central air conditioning, or refrigeration units			
Mechanical Drafters	\$36,840	\$49,230	Associate's
Prepare detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information			
Operating Engineers & Other Construction Equipment Operators	\$35,980	\$48,860	Certificate
Drive, maneuver, or control the heavy machinery used to construct roads, bridges, buildings, and other structures			
Painters, Construction & Maintenance Workers	\$24,480	\$37,210	Less than High School
Apply paint, stain, varnish, and other finishes to building and other structures			
Plumbers, Pipe-fitters, & Steamfitters	\$34,340	\$51,780	Certificate
Build and repair the drinking water, waste disposal, drainage, and gas systems in homes or buildings			
Sheet Metal Workers	\$28,400	\$44,940	Certificate
Measure, cut, bend, shape, and fasten sheet metal to various products			
Structural Iron & Steel Workers	\$45,830	\$58,030	Certificate
Raise, place, and unite ion or steel girders, columns, and other structural members to for completed structures or structural frameworks			
Welders, Cutters, Solderers, & Brazers	\$27,910	\$36,340	Certificate
Use hand-welding or flame-cutting equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products			

ARTS, AUDIO/VISUAL TECHNOLOGY & COMMUNICATION

CAREERS RELATED TO THE CREATION OF ARTWORK AND RELATED APPLICATIONS INCLUDING INTERIOR/TEXTILES, GRAPHIC DESIGN, AND 21ST-CENTURY COMMUNICATIONS

JOB TITLE DESCRIPTION	ANNUAL ENTRY WAGE	ANNUAL MEDIAN WAGE	EDUCATION REQUIRED
Agents and Business Managers of Artists, Performers, and Athletes	\$31,020	\$44,370	Bachelor's
Represent and promote artists, performers, and athletes in dealings with current or prospective employers. May handle contract negotiation and other business matters for clients.			
Choreographers	\$31,670	\$42,400	H.S. Diploma
Create new dance routines. Rehearse performance of routines. May direct and stage presentations			
Fashion Designers	\$50,000	\$79,000	Bachelor's
Design clothing and accessories. Create original designs or adapt fashion trends			
Graphic Designers	\$29,450	\$43,100	Bachelor's
Design or create graphics to meet specific commercial or promotional needs such as packaging, displays, or logos			
Photographers	\$30,000	\$49,000	Bachelor's
Use their camera to portray people, places, and events			
Public Relations Specialists	\$34,450	\$49,520	Bachelor's
Engage in promoting or creating goodwill for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various communications media			
Technical Writers	\$43,930	\$59,450	Bachelor's
Put scientific and technical information into readily understandable language			
Telecommunications Line Repairers	\$32,820	\$51,688	Certificate
Install and repair telecommunications cable, including fiber optics			

BUSINESS, MANAGEMENT & ADMINISTRATION

CAREERS RELATED TO BUSINESS OWNERSHIP AND CREATING AN EFFICIENT AND PRODUCTIVE BUSINESS OPERATION

JOB TITLE DESCRIPTION	ANNUAL ENTRY WAGE	ANNUAL MEDIAN WAGE	EDUCATION REQUIRED
Administrative Assistants & Secretaries	\$30,000	\$49,000	Certificate
Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence			
Administrative Service Managers	\$53,880	\$77,810	Bachelor's
Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services			

Chief Executives	\$73,722	\$124,644	Bachelor's
Determine and formulate policies and provide the overall direction of companies or private and public sector organization within the guidelines set up by a board of directors or similar governing body			
Compensation and Benefits Managers	\$63,320	\$111,350	Bachelor's
Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas such as position classification and pension programs			
Computer & Information Systems Managers	\$79,600	\$118,320	Bachelor's
Coordinate the activities of staff in such fields as electronic data processing, information systems, systems analysis, and compute programming			
Customer Service Representatives	\$22,490	\$30,510	Some College
Interact with customers to provide information in response to inquiries about products and services, and to handle and resolve complaints			
General & Operations Managers	\$49,430	\$89,950	Associate's
Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, etc			
Human Resource Assistants	\$28,100	\$36,950	Bachelor's
Compile and keep personnel records and record data for each employee. This information may include addresses, weekly earnings, absences, amount of sales of production, supervisory reports on ability, and more			
Human Resource Managers	\$71,250	\$100,130	Bachelor's
Plan, direct, or coordinate human resources activities and staff of an organization			
Human Resource Specialists	\$36,010	\$54,370	Bachelor's
Plan, direct, and coordinate human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensation and recruitment			
Industrial Production Managers	\$58,360	\$85,260	Bachelor's
Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications			
Legal Secretaries	\$27,950	\$43,090	Bachelor's
Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summons, complaints, motions, and subpoenas			
Management Analysts	\$45,960	\$74,290	Bachelor's
Conduct organizational studies and evaluations, design systems and procedures, conduct work simplifications and measurement studies, and prepare operations and procedures manuals to assist management			
Public Relations Managers	\$58,870	\$100,720	Bachelor's
Plan and direct public relations programs designed to create and maintain a favorable public image for employer or client; or if engaged in fundraising, plan and direct activities to solicit funding and maintain an operating budget			
Training & Development Managers	\$63,830	\$99,120	Bachelor's
Plan, direct, or coordinate the training and development activities and staff or an organization			
Training & Development Specialists	\$37,110	\$55,570	Bachelor's
Design and conduct training and development programs to improve individual and organizational performance			



EDUCATION & TRAINING

CAREERS RELATED TO EDUCATION, TRAINING AND LEARNING SUPPORT INCLUDING ADMINISTRATION AND PROFESSIONAL SUPPORT

JOB TITLE DESCRIPTION	ANNUAL ENTRY WAGE	ANNUAL MEDIAN WAGE	EDUCATION REQUIRED
Coaches & Scouts	\$17,900	\$21,800	Bachelor's
Teach or coach groups or individuals in the fundamentals of sports. Demonstrate techniques and methods of participation. May evaluate athletes' strengths and weaknesses as possible recruits or to improve the athletes' technique to prepare them for competition			
Education Administrators	\$56,700	\$86,230	Master's
Plan, direct, or coordinate the academic, clerical, or auxiliary activities of public or private schools			
Education, Vocation, & School Counselors	\$33,370	\$54,100	Master's
Counsel individuals and provide group education and vocational guidance services			
Elementary School Teachers	\$36,110	\$59,560	Bachelor's
Introduce children to the basics of mathematics, language, science, and social studies			
Instructional Coordinators	\$32,660	\$61,110	Master's
Develop instructional material, coordinate educational content, and incorporate current technology in specialize fields that provide guidelines to educators and instructors for developing curricula			
Middle & High School Teachers	\$36,450	\$59,810	Bachelor's
Engage students in deeper and more varied subject matter than that introduced in elementary school			
Preschool Teachers	\$18,550	\$24,550	Associate's
Instruct pre-school aged children in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility			
Teacher Assistants	\$18,370	\$25,520	Some College
Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services			



FINANCE

FINANCING AND INVESTMENT PLANNING, BANKING, INSURANCE AND BUSINESS FINANCIAL MANAGEMENT

JOB TITLE DESCRIPTION	ANNUAL ENTRY WAGE	ANNUAL MEDIAN WAGE	EDUCATION REQUIRED
Accountants & Auditors	\$44,730	\$63,350	Bachelor's
Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements.			
Actuaries	\$59,460	\$89,430	Bachelor's
Use statistical and economic techniques to evaluate future risks			
Claims Adjusters	\$41,840	\$62,100	Bachelor's
Review settled claims to determine that payments and settlements have been made in accordance with company practices and procedures, ensuring that proper methods have been followed			
Credit Analysts	\$45,870	\$65,170	Bachelor's
Analyze credit data and financial statements of individuals or firms to determine the degree of risk involved in extending credit or lending money. Prepare reports with credit information for use in decision making			
Financial Analysts	\$49,010	\$69,580	Bachelor's
Analyze and interpret data about all aspects of investment			
Financial Managers	\$64,620	\$106,320	Bachelor's
Plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment			
Insurance Sales Agent	\$29,900	\$48,460	H.S. Diploma
Sell life, property, casualty, health, automotive, or other types of insurance			
Loan Officers	\$34,670	\$57,530	Bachelor's
Evaluate, authorize, or recommend, different types of loans			
Logisticians	\$48,630	\$69,590	Bachelor's
Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final deposit of resources			
Payroll & Timekeeping Clerks	\$29,390	\$39,810	Bachelor's
Compile and record employee time and payroll data			
Personal Financial Advisors	\$44,600	\$79,640	Bachelor's
Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate			
Securities, Commodities, & Financial Services Sales Agent	\$32,560	\$59,990	Bachelor's
Buy and sell securities in investments and trading firms, or call upon business and individuals to sell financial services. Provide financial services, such as loan, tax, and securities counseling			
Statisticians	\$49,480	\$79,690	Master's
Develop or apply mathematical or statistical theory and methods to collect, organize, interpret, and summarize numerical data to provide usable information			
Title Examiners, Abstractors, & Searchers	\$28,420	\$46,040	Certificate
Search real estate records, examine titles, or summarize pertinent legal or insurance details for a variety of purposes			

GOVERNMENT & PUBLIC ADMINISTRATION

THESE CAREERS USE LEADERSHIP AND TEAMWORK SKILLS TO MANAGE AND PARTICIPATE IN GOVERNMENT, PUBLIC AGENCIES, AND INSTITUTIONS TO SERVE THE PUBLIC GOOD

JOB TITLE DESCRIPTION	ANNUAL ENTRY WAGE	ANNUAL MEDIAN WAGE	EDUCATION REQUIRED
Compliance Officers (Construction, Health & Safety, & Transportation)	\$37,990	\$56,470	Bachelor's
Examine, evaluate, and investigate eligibility or conformity with laws and regulations governing contract compliance of licenses and permits, and other compliance and enforcement inspection activities			
Social & Community Service Managers	\$46,580	\$64,170	Bachelor's
Plan, organize, or coordinate the activities of a social service program or community outreach organization			
Urban & Regional Planners	\$43,390	\$63,640	Master's
Develop comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties, and metropolitan areas			

HEALTH SCIENCE

CAREERS RELATED TO DIAGNOSING, TREATING & PREVENTING HEALTH PROBLEMS, RELATED SUPPORT SERVICES AND BIOTECHNOLOGY RESEARCH & DEVELOPMENT

JOB TITLE DESCRIPTION	ANNUAL ENTRY WAGE	ANNUAL MEDIAN WAGE	EDUCATION REQUIRED
Athletic Trainers	\$34,430	\$46,570	Bachelor's
Evaluate, advise, and treat athletes to assist recovery from injury, avoid injury, or maintain peak physical fitness			
Audiologists	\$54,050	\$70,860	Doctorate
Assess and treat persons with hearing and related disorders			
Cardiovascular Technologists & Technicians	\$31,850	\$55,110	Associate's
Conduct test on pulmonary or cardiovascular systems of patients for diagnostic purposes			
Chiropractors	\$45,730	\$77,740	Doctoral or Professional
Encourage the use of natural, non-drug, nonsurgical health treatments			
Dental Assistants	\$26,180	\$36,560	Certificate
Help dentists as they examine and treat patients			
Dental Hygienists	\$52,690	\$68,100	Associate's
Provide preventative oral health care			
Dentists	\$84,800	\$175,780	Doctoral or Professional
Diagnose and treat problems with a patient's teeth, gums, and other parts of the mouth			
Diagnostic Medical Sonographers	\$48,920	\$63,030	Associate's
Produce ultrasonic recording of internal organ for use by physicians			
Dietitians & Nutritionists	\$41,130	\$57,380	Bachelor's
Apply the principles of food and nutrition to impact the public's health and well-being			

Emergency Medical Technician or Paramedic	\$20,700	\$29,350	Certificate
Assess injuries, administer emergency medical care, and extricate trapped individuals			
Family & General Practitioners	\$136,270	\$189,540	Doctoral or Professional
Diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population			
Home Health Aides	\$18,350	\$21,500	Certificate
Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility			
nternists (General)	\$129,650	\$187,200	Doctoral or Professional
Diagnose and provide nonsurgical treatment of diseases and njuries of internal organ systems			
icensed Practical & Licensed Vocational Nurses	\$32,750	\$42,030	Certificate
Assist in caring for the sick under the direction of doctors and egistered nurses			
Medical & Health Services Managers	\$60,050	\$90,830	Bachelor's
Plan, direct, or coordinate medicine and health services in nospitals, clinics, managed care organizations, public health agencies, or similar organizations			
Medical Equipment Preparers/Repairers	\$30,330	\$48,510	Associate's
est, adjust, or repair biomedical or electromedical equipment			
Medical Records & Health Information Technicians	\$26,450	\$37,630	Certificate
Compile, process, and maintain medical records of hospitals and clinic patients in a manner consistent with requirements of the nealth care system			
Medical Secretaries	\$23,080	\$32,280	Some College
Perform secretarial duties using specific knowledge of medical erminology and hospital, clinic, or laboratory procedures			
Neurodiagnostic Technologists	\$27,420	\$37,960	Some College
Conduct electroneurodiagnostic (END) tests such as electroencephalograms, evoked potentials, polysomnograms, or electronystagmograms			
Nursing Assistants	\$20,780	\$26,080	Certificate
Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications of the elderly, convalescents, or persons with disabilities			
Obstetricians & Gynecologists	\$153,400	\$187,200	Doctoral or Professional
Diagnose, treat and help prevent diseases of women, especially hose affecting the reproductive system and the process of childbirth			
Occupational Therapists	\$57,550	\$83,460	Master's
Assess, plan, organize, and participate in rehabilitative programs hat help restore vocational, homemaking, and daily living skills, as well as general independence, to disabled persons			
Occupational Therapy Assistants	\$44,170	\$58,620	Associate's
Assist occupational therapists in providing occupational therapy reatment and procedures			
Ophthalmic Laboratory Technicians	\$21,020	\$28,700	Some College
Make prescriptions eyeglasses and contacts			
Optometrists	\$53,750	\$115,600	Doctoral or Professional
Examine, diagnose, treat, and manage diseases and disorders of			
he visual system			



Pediatricians	\$93,630	\$156,850	Doctoral or Professional
Plan and carry out medical programs for children from birth to age			
21			
Personal Care Aides	\$18,450	\$22,060	Certificate
Assist the elderly, convalescents, or persons with disabilities with daily living activities at the person's home or in a care facility			
Pharmacists	\$107,790	\$134,570	Doctoral or Professional
Serve society as the health professional most knowledgeable about the proper use of medicines			
Pharmacy Technicians	\$20,540	\$28,750	Some College
Prepare medications under the direction of a pharmacists			
Physical Therapist Aides	\$21,190	\$27,240	Some College
Work with evaluation, treatment, and prevention, of physical disability, movement dysfunction, and pain, under the guidance of a physical therapist			
Physical Therapist Assistants	\$43,630	\$57,470	Associate's
Work with evaluation, treatment, and prevention, of physical disability, movement dysfunction, and pain, under the guidance of a physical therapist			
Physical Therapists	\$61,950	\$85,800	Doctoral or Professional
Practitioners work with evaluation, treatment, and prevention of physical disability, movement dysfunction, and pain			
Physician Assistants	\$72,358	\$102,740	Master's
Under the supervision of a physician, diagnoses and treats patients suffering from disease and injury			
Radiologic Technologists & Technicians	\$41,420	\$54,870	Associate's
Take X-rays and CAT scans or administers nonradioactive materials into patient's blood stream for diagnostic purposes			
Registered Nurses	\$50,010	\$63,300	Bachelor's
Care for the sick and help people stay well			
Respiratory Therapists	\$42,860	\$55,090	Associate's
Evaluate, treat, and care for patients with breathing disorders			
Skincare Specialists	\$18,570	\$29,880	Certificate
Provide skincare treatment to face and body to enhance an individual's appearance			
Speech & Language Pathologists	\$45,710	\$74,140	Master's
Identify, assess, and treat people with speech and language disorders			
Surgeons	\$72,470	\$187,200	Doctoral or Professional
Physicians who specialize in performing operations to re-establish patient's health			
Surgical Technologists	\$29,780	\$43,000	Certificate
Work closely with surgeons, registered nurses, and anesthesiologists to provide the best possible care for the patient in surgery			
Veterinarians	\$80,000	\$95,000	Doctoral or Professional
Care for pets, livestock, sporting animals, and protect humans against diseases carried by animals			
Veterinary Technicians	\$30,000	\$49,000	Associate's
Assist veterinarians in the treatment and care of animals			



HOSPITALITY & TOURISM

PROMOTING SKILLS MANAGEMENT OF RESTAURANTS AND OTHER FOOD-RELATED SERVICE, TRAVEL, TOURISM, & EVENTS

JOB TITLE DESCRIPTION	ANNUAL ENTRY WAGE	ANNUAL MEDIAN WAGE	EDUCATION REQUIRED
Chefs & Head Cooks	\$19,480	\$37,340	H.S. Diploma
Responsible for the preparation and cooking of food in restaurants, hotels, hospitals, and other establishments			
First-Line Supervisors of Housekeeping & Janitorial Workers	\$25,130	\$42,110	Certificate
Supervise work activities of cleaning personnel in hotels, hospitals, offices, and other establishments			
Food Service Managers	\$30,840	\$48,420	Certificate
Plan, direct, or coordinate activities of an organization or department that serves food and beverages			
Lodging Managers	\$26,170	\$40,530	Associate's
Plan, direct, or coordinate activities of an organization or department that provides lodging and other accommodations			
Meeting, Convention, & Event Planners	\$26,230	\$44,200	Bachelor's
Coordinate activities of staff, convention personnel, or clients to make arrangements for group meetings, events, or conventions			
Restaurant Cooks	\$18,370	\$21,800	H.S. Diploma
Prepare, season, and cook dishes such as soups, meats, vegetables, or desserts in restaurants			

HUMAN SERVICES

CAREERS MEETING THE NEEDS OF INDIVIDUALS, CHILDREN & FAMILIES VIA HUMAN SERVICE & FAMILY AND CONSUMER

JOB TITLE DESCRIPTION	ANNUAL ENTRY WAGE	ANNUAL MEDIAN WAGE	EDUCATION REQUIRED
Child, Family, & School Social Workers	\$28,210	\$40,100	Bachelor's
Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children			
Clergy	\$26,090	\$43,650	Bachelor's
Conduct religious worship and perform other spiritual functions associated with beliefs and practices of religious faith or denomination			
Clinical, Counseling, & School Psychologists	\$41,800	\$69,520	Doctoral or Professional
Diagnose and treat mental disorders; learning disabilities; and cognitive, behavioral, and emotional problems using individual, child, family, & group therapies			
Directors, Religious Activities & Education	\$23,060	\$40,560	Bachelor's
Plan, direct, or coordinate programs designed to promote the religious education or activities of a denominational group			
Hairdressers, Hairstylists, & Cosmetologists	\$18,200	\$22,590	Certificate
Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp			

Interpreters & Translators	\$26,510	\$41,150	Bachelor's
Interpret oral or sin language, or translate written text from one language into another			
Marriage & Family Therapists	\$27,650	\$48,750	Master's
Diagnose and treat mental and emotional disorders, whether cognitive, affective, or behavioral, within the context of marriage and family systems			
Massage Therapists	\$18,890	\$34,480	Certificate
Perform therapeutic massages of soft tissues and joints			
Mental Health Counselors	\$31,300	\$43,820	Master's
Work with individuals and groups to promote the best possible mental health			
Probation Officers & Correctional Treatment Specialists	\$33,880	\$48,420	Bachelor's
Provide social services to assist in rehabilitation of law offenders in custody or on probation or parole			
Social & Human Service Assistants	\$20,460	\$31,420	Some College
Assist experts in psychology, rehabilitation, or social work to provide client services and support for families.			
Social Workers	\$50,000	\$65,000	Master's
Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family's well being and the academic functioning of children			
Substance Abuse & Behavioral Disorder	\$31,300	\$43,820	Master's
Counsel and advise individuals with alcohol, tobacco, drugs, or others problems, such as gambling, and eating disorders			

INFORMATION TECHNOLOGY

CAREERS RELATED TO THE DESIGN, DEVELOPMENT, AND MANAGEMENT OF HARDWARE, SOFTWARE, MULTIMEDIA, & MORE

JOB TITLE DESCRIPTION	ANNUAL ENTRY WAGE	ANNUAL MEDIAN WAGE	EDUCATION REQUIRED
Computer & Information Research Scientists	\$74,410	\$105,990	Master's
Develop, create, and modify computer software or specialized utility programs to meet the needs of particular clients or the general computer user			
Computer & Information Systems Managers	\$77,680	\$123,250	Bachelor's
Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming			
Computer Support Specialists	\$28,470	\$45,090	Bachelor's
Provide technical assistance to computer system users			
Computer Systems Analysts	\$54,970	\$84,580	Bachelor's
Plan and develop methods for computerizing business and scientific tasks for improving computer systems			
Database Administrators	\$48,000	\$83,270	Bachelor's
Coordinate changes to computer databases, test, and implement the database apply knowledge of database management systems			
Information Security Analysts	\$53,470	\$88,650	Bachelor's
Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information			



Network & Computer Systems Administrators	\$47,240	\$73,240	Bachelor's
Install, configure, and support an organization's local area network (LAN), wide are network (WAN), and internet system or a segment of a network system			
Software Developers, Applications	\$53,070	\$89,200	Bachelor's
Develop applications that allow people to do specific tasks on computer or other devices			
Software Developers, Systems Software	\$64,540	\$94,930	Bachelor's
Research, design, develop, and test operating systems-level software, compilers, and network distribution software			
Web Developers	\$31,740	\$56,790	Bachelor's
Design, create, and modify websites			

LAW, PUBLIC SAFETY & SECURITY

CAREERS RELATED TO LEGAL, PROTECTIVE SERVICES & HOMELAND SECURITY, INCLUDING PROFESSIONAL & TECHNICAL SUPPORT

JOB TITLE DESCRIPTION	ANNUAL ENTRY WAGE	ANNUAL MEDIAN WAGE	EDUCATION REQUIRED
Detective & Criminal Investigators	\$42,720	\$65,500	Some College
These plainclothes investigators collect facts and evidence for criminal cases			
Emergency Management Directors	\$39,460	\$64,100	Bachelor's
Plan and direct disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural, wartime, or technological disasters or hostage situations			
Firefighters	\$30,000	\$45,000	Certificate
Control and extinguish fire or respond to emergency situations where life, property, or the environment is at risks			
First-Line Supervisors of Police & Detectives	\$52,660	\$79,490	Some College
Supervise and coordinate activities of members of the police force			
Forensic Science Technicians	\$44,840	\$63,100	Bachelor's
Collect, identify, classify, and analyze physical evidence related to criminal investigations			
Lawyers	\$52,660	\$94,970	Doctoral or Professional
Draw up wills, contracts, and other legal documents, offer legal advice and opinions, and prosecute or defend people in court			
Paralegals & Legal Assistants	\$28,670	\$44,180	Associate's
Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents			
Police, Fire, & Ambulance Dispatchers	\$28,350	\$43,490	Some College
Operate radio, telephone, or computer equipment at emergency response centers			
Police & Sheriff's Patrol Officers	\$33,940	\$60,760	Some College
Prevent crime and apprehend law breakers			

MANUFACTURING

CAREERS RELATED TO THE PROCESSING OF MATERIAL INTO INTERMEDIATE OR FINAL PRODUCTS & RELATED PROFESSIONAL & TECHNICAL SUPPORT ACTIVITIES (SUCH AS MAINTENANCE & REPAIR)

JOB TITLE DESCRIPTION	ANNUAL ENTRY WAGE	ANNUAL MEDIAN WAGE	EDUCATION REQUIRED
Buyers and Purchasing Agents	\$40,550	\$61,360	Bachelor's
Make sure the goods and services purchased by the company are suitable and sufficient			
Chemical Engineers	\$53,460	\$91,790	Bachelor's
Design chemical plant equipment and devise processes for manufacturing chemicals and products, such as gasoline, synthetic rubber, plastics, detergents, cement, paper, and pulp			
Chemical Equipment Operators & Tenders	\$27,100	\$44,300	Some College
Operate or tend equipment to control chemical changes or reactions in the processing of industrial or consumer products			
Civil Engineering Technicians	\$34,180	\$54,750	Associate's
Apply theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff			
Computer-Controlled Machine Tool Operators (Metal & Plastic Materials)	\$27,010	\$40,100	Certificate
Operate computer0controlled machines or robots to perform one or more machine functions on metal or plastic pieces			
Electrical & Electronic Engineering Technicians	\$38,120	\$59,680	Associate's
Apply electrical theory and related knowledge to test and modify developmental or operational electrical machinery and electrical control equipment and circuitry in industrial or commercial plants			
Electrical & Electronic Equipment Mechanics, Installers, & Repairers	\$33,160	\$50,560	Certificate
Repair, test adjust, install, and assemble electronic equipment, such as industrial controls, transmitters, and antennas			
First-Line Supervisors of Mechanics, Installers, and Repairers	\$40,820	\$60,240	Certificate
Supervise and coordinate the activities of mechanics, installers, and repairers			
First-Line Supervisors of Production & Operating Workers	\$30,050	\$55,490	Certificate
Supervise and coordinate the activities of production and operating workers such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operations			
Industrial Engineering Technicians	\$35,110	\$53,950	Associate's
Apply engineering theory and principles to problems of industrial layout or manufacturing production, usually under the direction of engineering staff			
Industrial Machinery Mechanics	\$33,160	\$47,040	Certificate
Lubricate machinery, change parts, or perform other routine machinery maintenance			
Inspectors, Testers, Sorters, Samplers, & Weighers	\$24,900	\$36,170	Certificate
Inspect, test, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications			
Machinists	\$28,520	\$29,670	Certificate
Set up and operate a variety of machine tools to produce precision parts and instruments			

Mechanical Engineering Technicians	\$36,050	\$48,280	Associate's
Apply theory and principles of mechanical engineering to modify, develop, and test machinery and equipment under direction of engineering staff or physical scientists			
Millwrights	\$41,110	\$62,470	Some College
Install, dismantle, or move machinery and heavy equipment according to layout plans, blueprints, or other drawings			
Painters (Transportation Equipment)	\$31,410	\$42,490	Certificate
Operate or tend painting machines to paint surfaces of transportation equipment, such as automobiles, buses, trucks, trains, boats, and airplanes			
Power Plant Operator	\$52,300	\$72,180	Certificate
Control, operate, or maintain machinery to generate electric power			

MARKETING, SALES & SERVICE

PLANNING, MANAGING & PERFORMING MARKETING ACTIVITIES TO REACH ORGANIZATIONAL OBJECTIVES

JOB TITLE DESCRIPTION	ANNUAL ENTRY WAGE	ANNUAL MEDIAN WAGE	EDUCATION REQUIRED
Advertising & Promotions Manager	\$42,560	\$83,120	Bachelor's
Plan and direct advertising policies and programs or produce collateral materials such as posters, contests, coupons, or giveaways, to create extra interest in the purchase of a product or service			
Advertising Sales Agents	\$18,870	\$46,190	Some College
Sell or solicit advertising, including graphic art, advertising space in publications, custom-made signs, or TV and radio advertising time			
Interior Designers	\$20,820	\$43,850	Bachelor's
Plan and furnish the interiors of private homes, public buildings, and commercial establishments			
Market Research Analysts	\$34,000	\$60,040	Bachelor's
Research market conditions in local, regional or national areas to determine potential sales of a product or service			
Marketing Managers	\$67,860	\$118,630	Bachelor's
Determine the demand for products and services offered by a firm and its competitors and identify potential customers			
Property, Real Estate, & Community Associations Managers	\$32,040	\$50,580	Bachelor's
Plan direct, or coordinate selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties			
Real Estate Agents	\$20,550	\$32,380	Some College
Help clients buy and/or sell real property; show properties and negotiate with buyers, sellers, and other agents on real estate transactions			
Sales Managers	\$65,110	\$118,320	Bachelor's
Direct the actual distribution or movement of a product or service to the customer			
Sales Representatives, Wholesale, & Manufacturing (Technical & Scientific Products)	\$35,120	\$70,380	Bachelor's
Sell goods for wholesale/manufactures to businesses, government agencies, and other organizations			

SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS (STEM)

CAREERS RELATED TO SCIENTIFIC RESEARCH, PROFESSIONAL, & TECHNICAL SERVICES INCLUDING LABORATORY AND TESTING SERVICES, & RESEARCH & DEVELOPMENT SERVICES

JOB TITLE DESCRIPTION	ANNUAL ENTRY WAGE	ANNUAL MEDIAN WAGE	EDUCATION REQUIRED
Aerospace Engineers	\$71,880	\$114,290	Bachelor's
Perform engineering duties in designing, constructing, and testing aircraft, missiles, and spacecraft			
Biological Technicians	\$27,530	\$41,350	Bachelor's
Assist with set up, operation, and maintenance of laboratory instruments and equipment, monitor experiments, make observations, and calculate and record results			
Biomedical Engineers	\$48,860	\$73,220	Bachelor's
Use what they know about engineering, biology, and biomechanical principles to design artificial organs, prosthetics, instrumentation, and medical information systems			
Chemists	\$41,700	\$69,670	Bachelor's
Search for and put into practical use new knowledge about chemicals			
Civil Engineers	\$50,670	\$78,570	Bachelor's
Design and supervise construction of roads, airports, tunnels, bridges, water supplies, sewages systems, and buildings			
Electrical & Electronics Drafters	\$35,280	\$52,910	Associate's
Prepare wiring diagrams, circuit board assembly diagrams, and layout drawings used for the manufacture, installation, or repair of electrical equipment			
Electrical Engineers	\$52,500	\$82,630	Bachelor's
Design, develop, test, and supervise the production of electrical and electronic equipment			
Electrical Engineering Technicians	\$34,840	\$59,270	Associate's
Test or modify developmental or operational electrical machinery or electrical control equipment and circuitry in industrial or commercial plants or laboratories			
Electronics Engineers	\$55,060	\$93,950	Bachelor's
Research, design, develop, and test electronic components and systems for commercial, industrial military, or scientific use using knowledge of electronic theory and materials properties			
Environmental Science & Protection Technicians	\$25,520	\$42,150	Associate's
Performs laboratory and field tests to monitor the environment and investigate sources of pollution, including those that affect health			
Environmental Scientists & Specialists	\$44,850	\$67,090	Bachelor's
Conduct research or perform investigation for the purpose of identifying, abating, or eliminating sources of pollutants or hazards that affect either			
Industrial Engineers	\$54,230	\$79,550	Bachelor's
Determine ways for organizations to use people, machines, materials, information, and energy			
Mechanical Engineers	\$52,650	\$76,350	Bachelor's
Involved with the production, transmission, and use of mechanical power and heat			

Medical Scientists	\$44,740	\$75,240	Doctoral or Professional
Conduct research dealing with the understanding of human diseases and the improvement of human health			
Microbiologists	\$34,910	\$60,870	Bachelor's
Investigate the growth, structure, development, and other characteristics of microscopic organisms, such as bacteria, algae, or fungi			
Nuclear Engineers	\$66,400	\$105,810	Bachelor's
Work with or supervise nuclear power plant design, construction or operation; nuclear medicine and health physics; industrial applications such as gaging, tracing, forensics and food sterilization; and research at national laboratories			
Physicists	\$85,900	\$148,340	Doctoral or Professional
Conduct research into physical phenomena, develop theories on the basis of observation and experiments, and devise methods to apply physical laws and theories			
Surveying & Mapping Technicians	\$28,530	\$41,650	Certificate
Perform surveying and mapping duties, usually under the director of a surveyor, cartographer, or Photogrammetrists to obtain data used for construction, map-making, boundary location, mining, and other functions			



TRANSPORTATION, DISTRIBUTION & LOGISTICS

CAREERS RELATED TO THE MAINTENANCE & REPAIR OF DELIVERY TRUCKS, CARGO PLANES, & OTHER TRANSPORT VEHICLES

JOB TITLE DESCRIPTION	ANNUAL ENTRY WAGE	ANNUAL MEDIAN WAGE	EDUCATION REQUIRED
Air Traffic Controllers	\$80,000	\$95,000	Associate's
Responsible for keeping air traffic flowing smoothly, safely, and efficiently			
Aircraft Mechanics & Service Technicians	\$35,340	\$54,750	Certificate
Diagnose, adjust, repair, or overhaul aircraft engines and assemblies, such as hydraulic and pneumatic systems			
Automotive Service Technicians & Mechanics	\$30,000	\$45,000	Certificate
Diagnose, adjust, repair, or overhaul automotive vehicles			
Bus & Truck Mechanics & Diesel Engine Specialists	\$30,140	\$45,220	Some College
Diagnose, adjust, repair, or overhaul trucks, buses, and all types of diesel engines			
Commercial Pilots	\$55,210	\$77,510	Certificate
Pilot and navigate the flight of small fixed or rotary winged aircraft, primarily for the transport of cargo and passengers			
Locomotive Engineers	\$45,730	\$58,610	Some College
Drive electric, diesel-electric, steam, or gas-turbine-electric locomotives to transport passengers or freight			
Mobile Heavy Equipment Mechanics	\$34,860	\$54,220	Certificate
Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and surface mining			
Railroad Brake, Signal, & Switch Operators	\$33,580	\$49,820	Some College
Operate railroad track switches. Signal engineers by hand or flagging			
Railroad Conductors & Yardmasters	\$43,990	\$59,300	Some College
Coordinate activities of switch-engine crew within railroad yard, industrial plant, or similar location			
Transportation, Storage, & Distribution Managers	\$54,940	\$87,040	Bachelor's
Plan, direct, or coordinate the transportation, storage, or distribution activities in accordance with governmental policies and regulations			
Truck Drivers (Heavy & Tractor-Trailer)	\$80,000	\$90,000	Certificate
Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, livestock, or materials in liquid, loose, or packaged form			



UNDERSTANDING COLLEGE COST

WHAT THEY ARE AND HOW TO PLAN FOR THEM.

When looking at the cost of attending college and how to budget for it, there are several facts to consider. Are you going to be working? Living on or off campus? There are Five main areas that should be looked at when budgeting for college.



Tuition & Fees

These are the cost to attend classes in college. They are dependent on your field of study, in-state or out-of-state status, the number of credit hours, on-line or in-class setting, and other factors.



Room & Board

There are several options. You can do on-campus living (such as dorms, apartments, and Greek life), or commute by either living at home or at an apartment. If renting an apartment you will need to factor in rent and utilities.



Book & Supplies

This cost will also vary based on your field of study and what materials are needed per semester. There is also the option of e-books, used books, and renting books.



Personal Expenses

These are going to include things like cell phone, laundry, and extracurricular activities. All of these are very important budget items.



Transportation

There is the free option of walking or biking, bicycles will often require permits. There is public transportation for off-campus and usually a shuttle for on-campus. If using a car, it will require a parking permit.

HOW TO SCHOOL

FIGURING OUT YOUR FINANCIAL PLAN

Know Your Terms

Tuition is the cost of the classes and instruction themselves. Fees are the extra costs that cover services like the library, and other course material, a lab fee or on-line class fee. These will vary depending on the institution. There is also out of pocket cost that includes things like textbooks, parking permits, living space, food, entertainment, and other expenses.

Take AP or CCP Classes in High School

You can earn college credit while in high school by taking AP, Advanced Placement, or CCP, College Credit Plus, courses. For AP, depending on how you score on the exam determines the college credit you get. For CCP, as long as you pass the course, you get the credit. Both options are little to no cost.

Fill Out the FAFSA Form

In order to receive financial aid of the U.S. government, you will need to fill out FAFSA, Free Application for Free Student Aid, while you are a senior in high school. It is available online. Make sure you know the deadline both for the application and for your selected schools. This application will determine how much aid you may receive.

Read Your Financial Aid Package Carefully

Once you are accepted to a school, you may get information about a financial aid package. It is put together by the school and is a collection of grants, scholarships, loans, and work study programs. Be careful when reading it over. Remember, unless it is a grant or scholarship, it has to be paid back, and usually with interest.

Apply for Loans Wisely

Loans are money you borrow from the government, a bank, or other institution. They have to be paid back. You are also charged interest, a percent of the money you borrow, therefore, you will end up paying more than you borrowed. The best loans are government loans as they have lower interest rates and a flexible repayment option.

Borrow ONLY the Money You Need

Lenders may offer you more money than you actually need. You are allowed to borrow less than what you are offered. ONLY take what you actually need. The less you borrow, the less you have to pay back.

Apply for Grants

Grants are gifts based on financial need. They can be given by the government, the school you are attending, or private organizations. A common grant is the Pell grant, which is issued by the government. There are usually certain requirements that have to be meet to receive a grant.

Apply for Scholarships

Scholarships can be based on financial need, but many are related to your academic performance, athletic abilities, musical talents, other achievements, and your field of study. They are issued by educational institutions, private foundations, your high school, and other organizations. Some scholarships you have to apply for annually.

Budget

Once high school is over, new experiences and opportunities will be available, and that will cost money. Figure out how much you will need and make a budget. Start now and stick to the budget, so that when you are in college, it is not a new concept.

Work Study

A work study program gives you a part-time job as a part of your financial aid package. It helps students with the greatest need. It is a program that encourages community service and work related to your area of study. They also offer valuable work experience and can help offset the costs of college.

Take Advantage of Articulation Agreements

Your first two years will be spent taking general education classes before major specific courses come into play. Some Ohio colleges have articulation agreements or 2 + 2 programs, where you attend community college for two years, then take the remaining classes at another Ohio school. This is a great cost saving tool to look into, but make sure the credit will transfer.

Attend Summer School or Online Classes

If you take classes each summer, you might be able to finish a semester or maybe a year sooner, saving you money. There is also the option of taking classes online from a less expensive school and transferring your credits.

Part-time Jobs/Paid Internships

Working a job while you are in college has many benefits. In addition to having an income, many employers offer tuition reimbursement benefits and savings plans. Paid internships will also provide valuable career experience, and can often turn into full time employment upon graduation.

EXPLAINING FINANCIAL AID

The U.S Department of Education awards more than \$120 billion a year in grants, work-study funds, and low interest loans. This aid goes to more than 13 million college students. It can cover expenses such as tuition & fees, room & board, books & supplies, and transportation.

LOANS

Money that is borrowed and has to be repaid to attend college. There are two types: unsubsidized loans which start accumulating interest at the beginning of the loan, and subsidized loans, which start accumulating interest six months after graduation.

SCHOLARSHIPS

This type of financial aid does not have to be paid back. Scholarships come from many different sources and based on different criteria. Most come from your field of study. Make sure you are aware of the deadlines for turning in the application.

GRANTS

Financial aid that does not have to be repaid. They are awarded based on a variety of factors, and there are multiple types of grants.

WORK STUDY

A work program through which you earn money to help pay for schooling or personal expenses.

FAFSA FAQS



WHAT IS IT?

The Free Application for Federal Student Aid, or FAFSA, is used to determine your ability to collect financial aid for school.

WHAT DO I NEED?

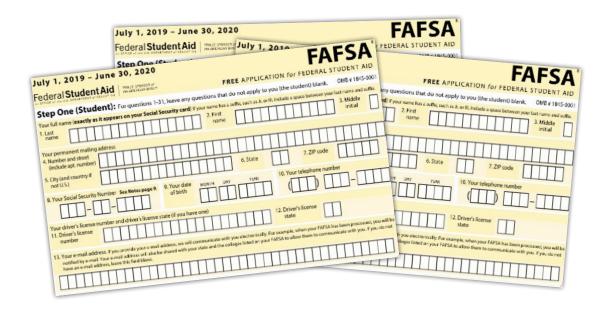
It can be filled out online at fafsa.gov, and it takes around 30 minutes to complete. To fill out the form, you'll need: your Social Security or permanent residence card, W-2 or any income information from the past two years, and a parent.

WHEN DO I APPLY?

It opens on October 1. It is best if it is filed out as soon as possible to take advantage of available aid. When applying, it is for the following year's aid, so freshman year of college, needs to be filled out senior year of high school. It also must be completed every year that you are seeking financial aid.

HOW DO I FILL IT OUT?

Go to fafsa.gov, and you'll start by creating a Federal Student Aid ID, or FSA ID. You must keep this ID as you will use it every year. Next, follow through all three parts of the application, skipping sections that do not pertain to you. You can list up to 10 schools that you are interested in attending.





GETTING

THE JOB

HR PROFESSIONAL'S FAVORITE INTERVIEW QUESTIONS AND WHY HE ASKS THEM

"Tell me about yourself."

It allows the employer to see the personality side of the candidate applying for the position. Personality is half of the battle in finding a good employee, so if you can express who you are as a person to the employer, your chance of getting the job will go up significantly.

"What does it mean to be a team player?"

This question allows the employer to see whether or not you are capable of working with a team or have the comprehension to know what it means to work with one. That is an instrumental part of a successful business, being able to work with others to achieve a common goal.

What is your favorite flavor of Ice Cream?

I LOVE this question. It is similar to the first question, but allows the candidate to let their guard down so the employer can see more of their personality. If they just give you a one to two word answer, then you can see they aren't very good at keeping a conversation going. But if they go into detail about their favorite ice cream, where it's from, a memory it brings back, etc... then they see the true personality of the candidate.



TANNER A.
THE MURANSKY COMPANIES

INTERVIEWING THE INTERVIEWER

Remember that a job interview is a chance for you to learn more about the employer. You want to make sure you're a good fit. Here are a few questions, provided by Adecco, to ask in an interview to learn more about the job, the company, and to make sure you'll love working there.

What are your main goals and how can I help you reach them?

What are your most and least favorite parts about working here?

?

Tell me about your training program.

What are the qualities of your top people?

?

Where do you see the company in the next several years?

What do you think your top people like most & least about the job?

7

How do you see me fitting in with your company?

Tell me about a typical day



How do I compare with other qualified candidates?

When can I return and meet some of the people on the team?

?



RESUME DOS

BE HONEST
CHECK YOUR GRAMMAR AND
SPELLING

READ IT TWICE, AND OUT LOUD

TRY TO LIMIT TO 1 PAGE

RECENT EXPERIENCES

USE POWER WORDS

TAILOR TO THE SPECIFIC JOB

HAVE SOMEONE ELSE REVIEW IT!



RESUME DONTS

RUSH IT

INCLUDE WRONG INFO (ADDRESSES, DATES, TITLES)

FORGET CONTACT INFO

LIE

USE BUSY VISUALS LIKE CLIP ART OR COLORED INK

INCLUDE HOBBIES, HEIGHT, WEIGHT, RELIGION, FAMILY OR ANY OTHER PERSONAL INFORMATION

WORDS

OF WISDOM

FROM CURRENT COLLEGE STUDENTS



BRYAN P.
POINT PARK
UNIVERSITY



MARIAH M. NORTHEAST OHIO MEDICAL UNIVERSITY



JULIANNA V.YOUNGSTOWN
STATE UNIVERSITY



JAZZMINE G. YOUNGSTOWN STATE UNIVERSITY



GILLIAN J. THE OHIO STATE UNIVERSITY



OLIVIA S.KENT STATE
UNIVERSITY



AMANDA P.YOUNGSTOWN
STATE UNIVERSITY



FRANCINE H. YOUNGSTOWN STATE UNIVERSITY

HOW TO CHOOSE A SCHOOL

Visit the Campus and make sure it has everything you will need. - Julianna V.

Choosing a school can be the most stressful part of the application process. If you have already dreamed of attending a school, make that school your #1 priority!

- Mariah M.

Choose a school where you have access to other things to do outside of studying; internships, events, festivals, and things to do with friends. – **Bryan P.**

I WISH I KNEW IN HIGH SCHOOL

What different academic colleges mean/can offer, and that there are so many more options to study than you'd expect. **– Amanda P.**

I wish I knew how to budget money better. Go to college with a plan on how to save money. - Bryan P.

I wish I knew more about all of the career fields. My high school only taught about the most popular careers - teaching, nursing, doctors, lawyers, police officers, etc. - Francine H.

MOST MEMORABLE COLLEGE EXPERIENCE

The most memorable college experiences come from getting involved around campus as much as possible!

– Julianna V.

Being active on campus in general. On campus job, membership in student organizations and participating in events. **– Amanda P.**

My most memorable college experience was, without a doubt, receiving the phone call from the dean of the pharmacy school that I had been accepted to NEOMED. When you receive your acceptance call/email/letter, I am sure you will never forget the feeling!

- Mariah M.

Being on my phone as little as possible while studying abroad in Florence, Italy. I limited the amount of access I spent reminiscing about the US and home immensely. As a result, I like to think I reached an even deeper level of independence by spending four months away.

- Olivia S.

ACADEMIC ADVICE

Stay up to date and get ahead when possible. Actually check your planner after you write things down.

– Gillian J.

Don't just study something because it'll make you a lot of money, Study something that gives you the opportunity to do something you're both good at and passionate about. **– Amanda P.**

Use a planner!!!! - Francine H.

Don't put off work until the last minute. I work better under stress, but it's an amazing feeling of getting work done earlier. **– Jazzmine G.**

FINAL WORDS OF WISDOM

Take everything seriously, but don't take it too seriously. Everything in life, especially the years that you are in college, will pass by. It's important to be with your friends and spend time with the people you love. If you do not want to do something, don't do it. Above all else, try to grow your self-confidence. – **Bryan P.**

College can become stressful at times, but take a deep breath and realize everything will work out how it should in the end. Also, make sure you have a good support system. – **Julianna V.**

- 1. Find a routine that works for you, but be flexible.
- 2. (Almost) always say yes to friends when they are doing something, even if you think you won't enjoy it. It usually ends up being way more fun than you thought. 3. Find something you're passionate about and get involved! It might not be something you ever thought you were interested in, but you can build some of your best relationships that way! **Gillian J.**

Participate in as much as possible. You probably won't get the same opportunities for the rest of your life, so take advantage of every door that college can open. – Amanda P.

People might tell you that high school will be the best 4 years of your life, but I would argue that college actually is the best time in your life! Take advantage of this chance to reinvent yourself and be whoever you want to be. – **Francine H.**

Make the best of it. Try your best, make lasting connections, high school and college is just a small part to an incredible journey they lies after.

- Jazzmine G.

Allow yourself to live a life of intensities. Always be assertive. Don't ever settle. Show your loved ones just how much you do. Remember your smile along the way. You've got this, kid. – **Olivia S.**

While working hard academically, these next few years are going to be the most challenging and rewarding years of your life. Make the most out of your college experience by joining organizations, attending campus events, and meeting as many people as you can. Best of luck in your academic journey! – Mariah M.

