

INSTRUCTIONS:

1. Type what you see below. Make sure to include your full name and period at the top left.
2. Bold the title of each job, and the assignment title. Italic the wages (hourly and yearly).
3. Make the title of the worksheet font size 16.
4. Insert 1 clipart on the bottom right. Search for “Business”, “Jobs”, or “Careers”. Choose 1.
5. Save to your Network drive.
6. Should be **1 page**. Print to the B&W printer. Turn in.

Name: _____

Period: _____

Business Administrative Support

Business Administrative Support jobs perform duties that keep companies running efficiently. Some duties may be organizing information, research, handling customers, ordering and organizing supplies, etc...**Business Administrative Support** jobs are considered to be high wage, high demand, and not traditional jobs for males.

Career Connection

Executive Secretary: Assists managers and direct office activities. They need a high school diploma and possibly one to five years of related work experience. The average Utah wage is *\$20.61 an hour, \$42,860 yearly*.

Business Ed Teacher: Teaches academic and technical content to provide students with the skills and knowledge necessary to enter an occupation. They need a Bachelor's degree and a teaching license. The average US wage is *\$24.96 an hour, \$51,910 yearly*.

Paralegal/Legal Secretary: Researches and investigates facts for Lawyers. They need a high school diploma and to complete paralegal training. The average Utah wage is *\$20.89 an hour, \$43,460 yearly*.

Customer Service Representative: Works to solve customer complaints. Many times works in a call center. They need a high school diploma and to complete a short-term on-the-job training. The average Utah wage is *\$13.41 an hour, \$27,890 yearly*.

Court Clerk: Processes legal records and performs other duties for a court of law. They need a high school diploma and to complete moderate-term on-the-job training. The average Utah wage is *\$13.80 an hour, \$28,710 yearly*.

Office Manager: Plans and oversees the work of office staff. They need a high school diploma and to have one to five years of related work experience. The average Utah wage is *\$21.30 an hour, \$44,490 yearly*.

