



# JACKIE

## ADMINISTRATIVE ASSISTANT

### UNITED WAY

## CORE TASKS

- Assisting childcare providers making a change to their license(s).
- Managing the lending library of educational tools, books, and toys available to area childcare providers
- Conduct exit interviews with providers leaving

## OUTLOOK



Slight decrease in job demand

Check out Teacher Assistant or Human Resource Generalists



## ANNUAL SALARY RANGE

**\$29,540–\$58,360**

**MICHIGAN**



**\$28,840–\$56,990**

**NORTHWESTERN MICHIGAN**

• Salary information from O\*net

### Jackie's career path included:

I started...as an administrative assistant then moved in the Human Resources field where I worked for nearly 20 years. Most recently, I started working again as an administrative assistant for a nonprofit in the early childhood sector. Being able to work with educational toys for children is definitely the icing on the career cake!

### HIGH SCHOOL CAREER TECH OPTIONS

- Charlevoix Emmet ISD Career Tech Programs: Business Administration and Management; Marketing Sales and Service
- Northwest Education Services Career Tech Center: Business Careers
- Wexford Missaukee ISD Career Tech Center: Business Management Administration; Hospitality, Retailing and Entrepreneurship



### ADMINISTRATIVE ASSISTANTS MAY HAVE EDUCATION IN BUSINESS OR HUMAN RESOURCES

- Kirtland Community College
- North Central Michigan College
- Northwestern Michigan College
- Westshore Community College
- University Center (NMC):
  - Davenport University (Business)
  - Ferris State University (Business)

### FOCUSING ON CAREERS NEAR YOU



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