Business, Management & Administration

Gain some experience with these careers:

- Become an officer of a school club
- Raise money for your favorite charity
- Start a small business such as a lemonade stand, shoveling snow, or pet sitting
- Volunteer to do office work at an animal shelter, nursing home, a local business, or a local charity

Check the things you like to do:

- Serving as an officer in a school club
- Start your own businesses
- Following a budget and working with money
- Being a group leader on a project with others
- Entering data and organizing files on the computer
- Working with a school or organization fundraiser

Check out these Careers!

- Advertising Sales Agent
- Art Director
- Auditor
- Budget Analyst
- Correspondence Clerk
- Human Resource Specialist
- Legal Secretary
- Medical Secretary
- Payroll Clerk
- Sustainability Specialist
- Word Processor & Typist
- . . . And more!

2015 Career Snapshots

<table>
<thead>
<tr>
<th>Career</th>
<th>Minimum Education</th>
<th>Average Yearly Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant</td>
<td>Bachelor's Degree</td>
<td>$65,080.00</td>
</tr>
<tr>
<td>Billing Clerk</td>
<td>HS Diploma</td>
<td>$33,820.00</td>
</tr>
<tr>
<td>Bookkeeper</td>
<td>HS Diploma</td>
<td>$35,730.00</td>
</tr>
<tr>
<td>Chief Executive</td>
<td>Bachelor's Degree</td>
<td>$171,610.00</td>
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<tr>
<td>Court Reporter</td>
<td>Post-Secondary Certificate $49,560.00</td>
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<tr>
<td>Financial Manager</td>
<td>Bachelor's Degree</td>
<td>$112,700.00</td>
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<tr>
<td>Management Analyst</td>
<td>Bachelor's Degree</td>
<td>$79,870.00</td>
</tr>
<tr>
<td>Office Manager</td>
<td>HS Diploma</td>
<td>$103,530.00</td>
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</tbody>
</table>

Explore Related Virginia Schools

- Virginia Commonwealth University: Business
- Virginia Tech Pamplin College of Business
- William & Mary: School of Business
- University of Virginia Darden School of Business
- George Mason School of Business
- University of Richmond: School of Business
- The Williams School: Commerce, Economics, Politics
- Norfolk State University School of Business
- Northern Virginia Community College

Created by Virginia Career VIEW www.vacareerview.org Virginia Tech School of Education