

## Occupations in Administration Support

- > Administrative Assistant
- > Desktop Publisher
- > Office Manager
- > Customer Service Assistant
- > Executive Secretary

## Administrative Professionals Facts

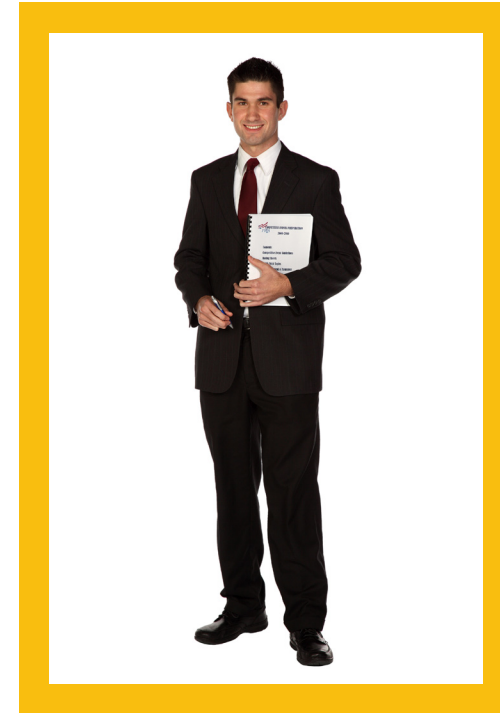
- Secretaries existed in ancient Rome. They were always men who were educated and knew several languages. They took dictation as “scribes,” and oftentimes acted as trusted advisors.
- Following the Renaissance, men continued to dominate clerical and secretarial roles, maintaining account books and performing stenographic duties, and were known for their exemplary penmanship skills.
- Men dominated the secretarial field until the late 1880s.
- In the 1930s, the number of men with the title of secretary dwindled, and women began to dominate the field.
- Men and women seem to be drawn to different aspects of a career as a business administrative professional. Men are typically drawn to the entrepreneurial aspect, and women are often more interested in the planning aspect, such as travel or corporate events.
- Today, men account for approximately five percent of administrative professionals.

Source: International Association of Administrative Professionals

Break free of the traditions and barriers that limit your choices.  
What’s stopping you? Be different! Try something new!  
Is a nontraditional career in your future?

# Business Administrative Support

A NONTRADITIONAL CAREER PATH FOR MEN



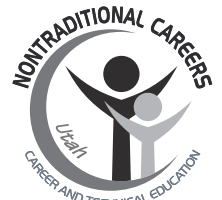
Talk to your school counselor  
about a nontraditional career in business.

*Break free of the barriers that limit your career choices.*

[www.UtahCTE.org](http://www.UtahCTE.org)



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BUSINESS EDUCATION

## Nontraditional Careers

Did you know a nontraditional career is any occupation in which women or men comprise 25 percent or less of its total employment?

Nontraditional jobs are attractive because they generally offer higher entry-level wages.

Choosing a nontraditional career path can mean:

- > Greater job satisfaction.
- > Higher wages and better benefits.
- > Great advancement opportunities.
- > Economic self-sufficiency.
- > Broader job opportunities.
- > Freedom to pursue a career related to your interests and abilities.

**BREAK with tradition and explore a nontraditional career!**

## Business Administrative Support as a Career

Office and administrative support occupations, also referred to as secretaries and executive secretaries, are found in almost every industry. From schools/colleges, local, state, and federal agencies, hospitals, public and private businesses, and religious organizations these occupation assists in keeping businesses organized.

The advancement of computer technology has changed the scope of this occupation. Managers who once gave their administrative assistant a document to “type”, fax, or mail are now more self-sufficient and “key” their correspondence into the computer themselves and use email to send correspondence that once was faxed. Therefore, more administrative assistants can now assist multiple people instead of just a few. Even though many tasks have been replaced by technology there are others that are not easily automated.

## CTE Pathways

High school is a great time to try out a wide range of Career Pathways by enrolling in Career and Technical Education (CTE) courses. As an added bonus, you will be developing work-related skills that can be put to immediate and profitable use.

CTE provides courses and Pathways consistent with industry training and certification, thus providing depth and meaning for both visual and hands-on learning and education that can be applied in today’s job market.

Through participation in CTE, Business Education can guide you as you take courses in the Business Administration and Support Pathway.

By taking Business Education courses, you will learn skills to use in a global marketplace. You will also gain an important foundation of knowledge and skills necessary for continuing your education in business.

## Employment

According to the U.S. Department of Labor, administrative assistant and secretary rank among the largest occupations in the U.S. economy. In 2008, administrative assistants and secretaries held more than 4.3 million jobs. Major employers include local and state government agencies, colleges and universities, and public and private businesses, including nonprofit organizations.

In Utah, an entry-level position for an executive secretary or administrative assistant generally starts at an average hourly wage of \$12.50, or \$26,000 per year. Increases in salary are based upon training, education, and experience.

## Working Conditions

Generally, office and administrative support occupations have a set schedule, working a standard 40-hour work week. However, there may be occasions when overtime is required in order to meet a deadline. They have a high level of social contact, working closely with clients and managers. This is a sedentary position, working in close proximity to co-workers.

*Approximately five percent of administrative professionals are men.<sup>1</sup>*

## Outlook

Although the trend is toward fewer tasks for this occupation, the annual number of job openings is very high. This is based on the need to replace those who leave this very large occupation each year.

In Utah, the annual growth rate for this occupation is expected to be 2.8 percent through the year 2016, with employment totaling 12,690.

## UtahFutures

Log on to UtahFutures.org to learn more about a career in Business Administrative Support. From the home page, click on the “occupations” option to find an occupation that interests you and link to the description for that occupation. (Refer to the sample list of occupations on the back of this page.) Check out employment opportunities, working conditions, outlook, skills and abilities, and wages for your selected occupation.

**Is a nontraditional career in your future?**

<sup>1</sup> International Association of Administrative Professionals