

# Middle School Career Investigations

## Business Management and Administration Pathways

### Menu

**Business Management and Administration Pathways**

- [Administrative Support](#)
- [Business Information Management](#)
- [General Management](#)
- [Human Resources Management](#)
- [Operations Management](#)

Within the Business Management and Administration Career Cluster, there are five pathways: Administrative Support, Business Information Management, General Management, Human Resources Management, and Operations Management. Click on the buttons to learn more about these pathways. Make sure to visit each one.

**Middle School Career Investigations  
Business Management and Administration Pathways**

**Administrative Support Description**

A graphic titled "Administrative Support Pathway" with a description and an illustration of a woman in business attire. The graphic has a brown border and a background with a network of white lines and dots. The title "Administrative Support Pathway" is in large, bold, black font. Below it, the word "Description" is in bold, black font. A checkmark icon is followed by the text: "Facilitate business operations through a variety of administrative and clerical duties including information and communication management, data processing and collection, and project tracking." To the right is an illustration of a woman with red hair in a bun, wearing sunglasses, a teal blazer, a white shirt with a yellow bow tie, and red pants. She is holding a white folder.

# Administrative Support Pathway

## Description

- ✓ Facilitate business operations through a variety of administrative and clerical duties including information and communication management, data processing and collection, and project tracking.

Professionals in the Administrative Support Pathway facilitate business operations through a variety of administrative and clerical duties including information and communication management, data processing and collection, and project tracking.

**Middle School Career Investigations  
Business Management and Administration Pathways**

**Administrative Support Sample Careers**

A graphic titled "Administrative Support Pathway" featuring a list of sample careers and an illustration of a woman in business attire. The background includes a network diagram and a city skyline.

**Administrative Support Pathway**

**Sample Careers**

- Administrative Assistant
- Computer Operator
- Executive Assistant
- Front Office Assistant
- Information Assistant
- Library Assistant
- Management Analyst
- Office Manager
- Order Processor
- Receptionist
- Records Processing Assistant

The graphic also features an illustration of a woman with red hair in a bun, wearing sunglasses, a teal blazer, a white shirt with a yellow bow tie, and red pants. The background includes a network diagram and a city skyline.

Sample careers in the Administrative Support Pathway include Administrative Assistant, Computer Operator, Executive Assistant, Front Office Assistant, Information Assistant, Library Assistant, Management Analyst, Office Manager, Order Processor, Receptionist, and Records Processing Assistant.

**Middle School Career Investigations  
Business Management and Administration Pathways**

**Administrative Support Education and Salaries**

**Administrative Support Pathway**

**Education and Salaries**

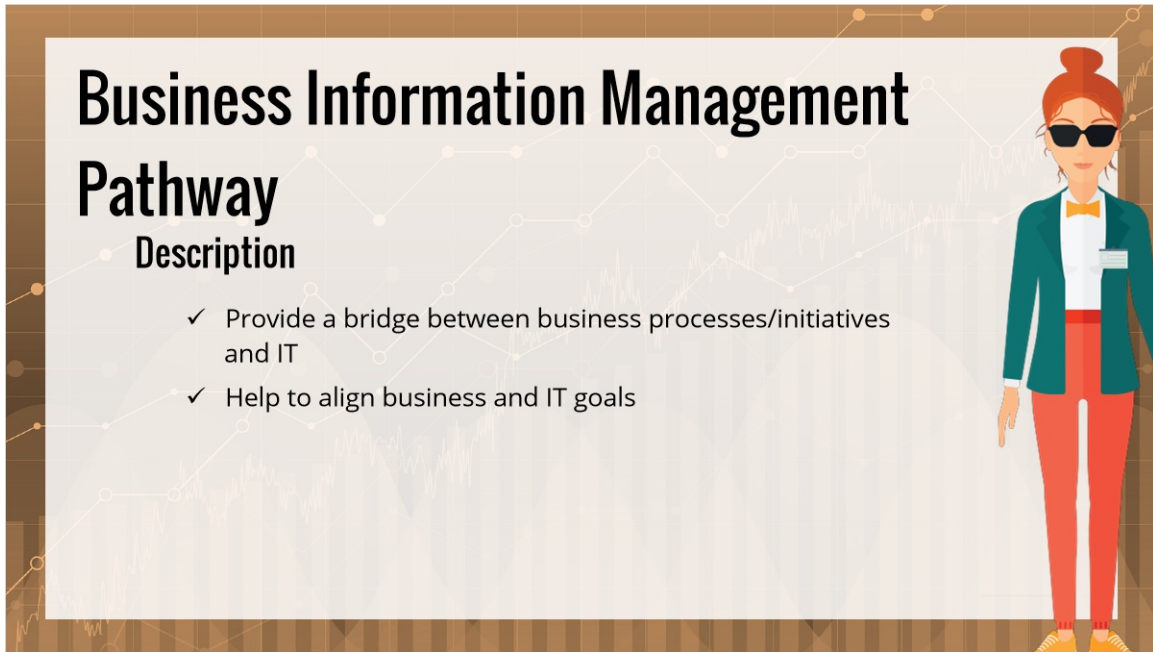
<u>Executive Assistant</u>	<u>Office Assistant</u>
Associate Degree On-the-Job Training	High School Diploma On-the-Job Training
Average Salary \$62,000	Average Salary \$40,210

[Return to Pathway Menu](#)

Most careers in the Administrative Support Pathway require some level of higher education. An Executive Assistant requires an Associate Degree, as well as on-the-job training. They have an average salary of \$62,000. An Office Assistant requires a high school diploma, as well as on-the-job training. They have an average salary of \$40,210.

**Middle School Career Investigations  
Business Management and Administration Pathways**

**Business Information Management Description**



The infographic features a light gray background with a faint network of white lines and nodes. On the right side, there is a stylized illustration of a woman with red hair in a bun, wearing sunglasses, a teal blazer, a white shirt with a yellow bow tie, and red pants. She is holding a white folder. The text is arranged as follows:

# Business Information Management Pathway

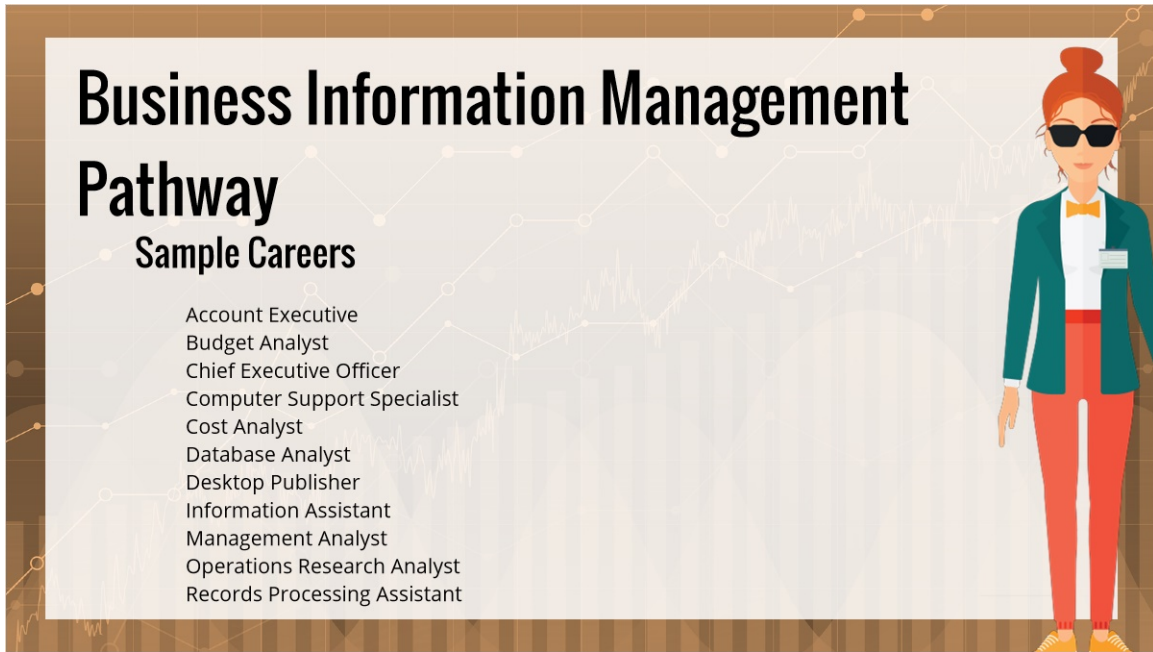
## Description

- ✓ Provide a bridge between business processes/initiatives and IT
- ✓ Help to align business and IT goals

Professionals in the Business Information Management Pathway provide a bridge between business processes and initiatives and IT. Employees in this area help to align business and IT goals.

**Middle School Career Investigations  
Business Management and Administration Pathways**

**Business Information Management Sample Careers**



The infographic features a background with a network of nodes and lines, overlaid with a faint city skyline. On the right side, there is a stylized illustration of a woman with red hair in a bun, wearing sunglasses, a teal blazer, a white shirt with a yellow bow tie, and red pants. She is holding a white folder. The text is arranged as follows:

# Business Information Management Pathway

## Sample Careers

- Account Executive
- Budget Analyst
- Chief Executive Officer
- Computer Support Specialist
- Cost Analyst
- Database Analyst
- Desktop Publisher
- Information Assistant
- Management Analyst
- Operations Research Analyst
- Records Processing Assistant

Sample careers in the Business Information Management Pathway include Account Executive, Budget Analyst, Chief Executive Officer, Computer Support Specialist, Cost Analyst, Database Analyst, Desktop Publisher, Information Assistant, Management Analyst, Operations Research Analyst, and Records Processing Assistant.

**Middle School Career Investigations  
Business Management and Administration Pathways**

**Business Information Management Education and Salaries**

# Business Information Management Pathway

## Education and Salaries

<u>Budget Analyst</u>	<u>Management Analyst</u>
Bachelor's Degree	Bachelor's Degree
Average Salary \$89,330	Master's Degree
	Average Salary \$104,770

[Return to Pathway Menu](#)

Most careers in the Business Information Management Pathway require some level of higher education. A Budget Analyst requires a Bachelor's Degree. They have an average salary of \$89,330. A Management Analyst requires a Bachelor's Degree, and may require a Master's Degree. They have an average salary of \$104,770.



# Middle School Career Investigations

## Business Management and Administration Pathways

### General Management Description

A graphic titled "General Management Pathway" with a background of a line graph. On the right is an illustration of a woman with red hair in a bun, wearing sunglasses, a teal blazer, a white shirt with a yellow bow tie, and red pants. On the left, under the heading "Description", is a bulleted list.

## General Management Pathway

### Description

- ✓ Plan, organize, direct, and evaluate all or part of a business organization through the allocation and use of financial, human, and material resources

Professionals in the General Management Pathway plan, organize, direct, and evaluate all or part of a business organization through the allocation and use of financial, human, and material resources.



# Middle School Career Investigations Business Management and Administration Pathways

## General Management Sample Careers



The infographic features a title 'General Management Pathway' in large, bold, black font. Below the title is a list of 'Sample Careers' including Bill and Account Collector, Business and Development Manager, Chief Executive Officer, Chief Operating Officer, Credit Manager, Director, General Manager, Master Scheduler, Meeting and Convention Planner, Purchasing Manager, and Sports and Entertainment Manager. To the right of the list is an illustration of a woman with red hair in a bun, wearing sunglasses, a teal blazer, a white shirt with a yellow bow tie, and red pants. The background of the infographic is a light gray with a network of white lines and dots, and a faint line graph.

### General Management Pathway

#### Sample Careers

- Bill and Account Collector
- Business and Development Manager
- Chief Executive Officer
- Chief Operating Officer
- Credit Manager
- Director
- General Manager
- Master Scheduler
- Meeting and Convention Planner
- Purchasing Manager
- Sports and Entertainment Manager

Sample careers in the General Management Pathway include Bill and Account Collector, Business and Development Manager, Chief Executive Officer, Chief Operating Officer, Credit Manager, Director, General Manager, Master Scheduler, Meeting and Convention Planner, Purchasing Manager, and Sports and Entertainment Manager.

**Middle School Career Investigations  
Business Management and Administration Pathways**

**General Management Education and Salaries**

**General Management Pathway**

**Education and Salaries**

<u>Chief Operating Officer</u>	<u>General Manager</u>
Master's Degree	Associate Degree On-the-Job Training
Average Salary \$219,250	Average Salary \$139,120

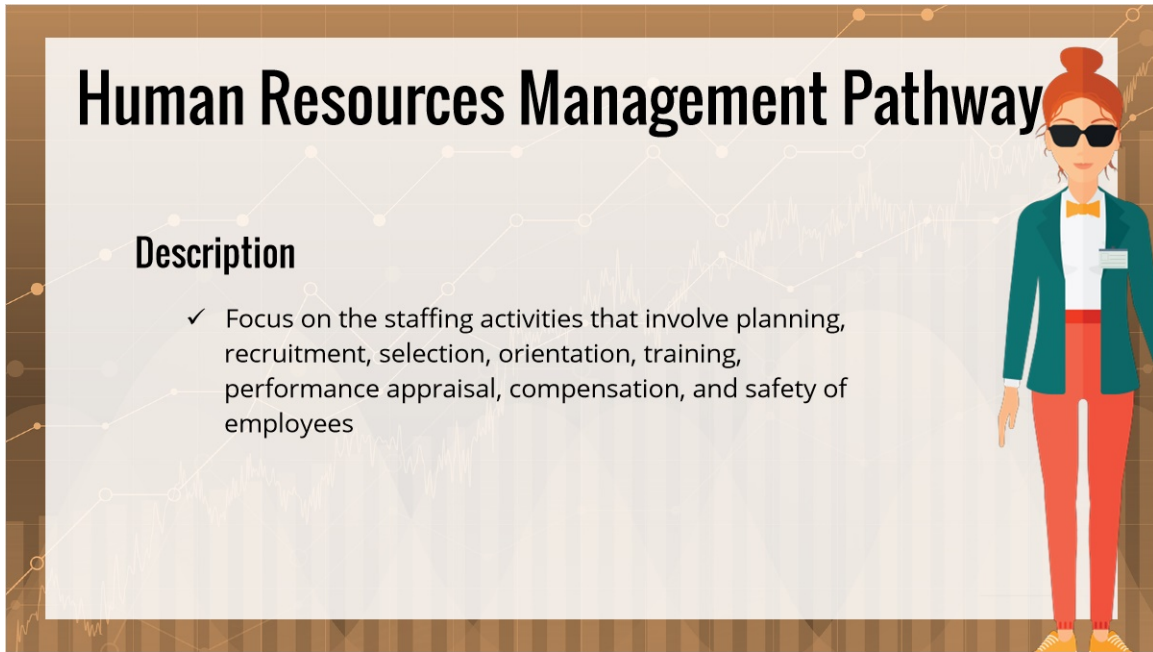
[Return to Pathway Menu](#)

The infographic features a woman with red hair in a bun, wearing sunglasses, a teal blazer, a white shirt with a yellow bow tie, and red pants. The background is a light gray with a network of white lines and dots, and a faint line graph.

Most careers in the General Management Pathway require some level of higher education. A Chief Operating Officer requires a Master's Degree. They have an average salary of \$219,250. A General Manager requires an Associate Degree and on-the-job training. They have an average salary of \$139,120.

**Middle School Career Investigations  
Business Management and Administration Pathways**

**Human Resources Management Description**

An infographic titled "Human Resources Management Pathway" set against a background of a network graph and a line chart. The title is in large, bold, black font. Below it, the word "Description" is written in bold. A checkmark icon precedes a list of staffing activities: planning, recruitment, selection, orientation, training, performance appraisal, compensation, and safety of employees. To the right of the text is an illustration of a woman with red hair in a bun, wearing sunglasses, a teal blazer, a white shirt with a yellow bow tie, and red pants. She is holding a white folder.

# Human Resources Management Pathway

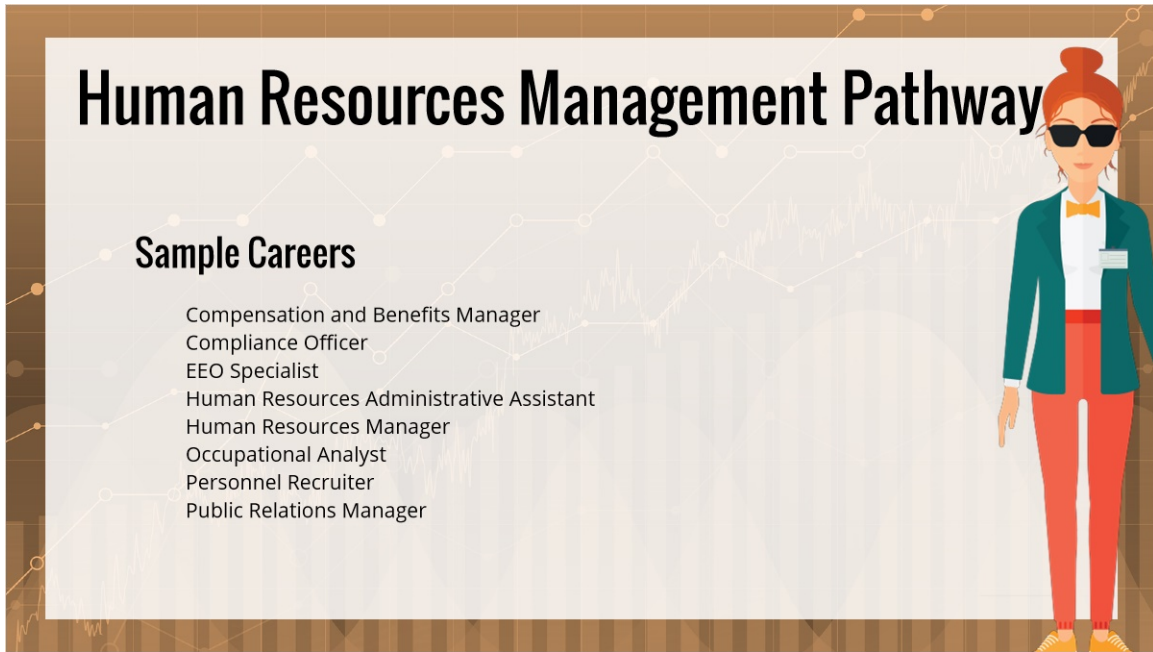
## Description

- ✓ Focus on the staffing activities that involve planning, recruitment, selection, orientation, training, performance appraisal, compensation, and safety of employees

Professionals in the Human Resources Management Pathway focus on the staffing activities that involve planning, recruitment, selection, orientation, training, performance appraisal, compensation, and safety of employees.

**Middle School Career Investigations  
Business Management and Administration Pathways**

**Human Resources Management Sample Careers**



The infographic features a title 'Human Resources Management Pathway' in large, bold, black font at the top. Below the title, the heading 'Sample Careers' is followed by a list of eight job titles: Compensation and Benefits Manager, Compliance Officer, EEO Specialist, Human Resources Administrative Assistant, Human Resources Manager, Occupational Analyst, Personnel Recruiter, and Public Relations Manager. To the right of the text is a stylized illustration of a woman with red hair in a bun, wearing sunglasses, a teal blazer, a white shirt with a yellow bow tie, and red pants. The background of the infographic is light gray with a network of white lines and dots, and a faint line graph.

## Human Resources Management Pathway

### Sample Careers

- Compensation and Benefits Manager
- Compliance Officer
- EEO Specialist
- Human Resources Administrative Assistant
- Human Resources Manager
- Occupational Analyst
- Personnel Recruiter
- Public Relations Manager

Sample careers in the Human Resources Management Pathway include Compensation and Benefits Manager, Compliance Officer, EEO Specialist, Human Resources Administrative Assistant, Human Resources Manager, Occupational Analyst, Personnel Recruiter, and Public Relations Manager.

**Middle School Career Investigations  
Business Management and Administration Pathways**

**Human Resources Management Education and Salaries**

**Human Resources Management Pathway**

**Education and Salaries**

<u>Compensation and Benefits Manager</u>	<u>Human Resources Manager</u>
Bachelor's Degree On-the-Job Training Average Salary \$136,260	Bachelor's Degree Average Salary \$136,170

[Return to Pathway Menu](#)

Most careers in the Human Resources Management Pathway require some level of higher education. A Compensation and Benefits Manager requires a Bachelor's Degree and on-the-job training. They have an average salary of \$136,260. A Human Resources Manager requires a Bachelor's Degree and has an average salary of \$136,170.

**Middle School Career Investigations**  
**Business Management and Administration Pathways**

**Operations Management Description**

A graphic titled "Operations Management Pathway" with a description and an illustration of a woman in business attire. The background features a network of nodes and lines. The text is as follows:

## Operations Management Pathway

### Description

- ✓ Focus on planning, organizing, coordinating, and controlling the resources needed to produce/provide a business's goods and/or services
- ✓ Activities may include quality control, scheduling, procurement, and warehousing



Professionals in the Operations Management Pathway focuses on planning, organizing, coordinating, and controlling the resources needed to produce and provide a business's goods and/or services. Their activities may include quality control, scheduling, procurement, and warehousing.

**Middle School Career Investigations  
Business Management and Administration Pathways**

**Operations Management Sample Careers**

A graphic titled "Operations Management Pathway" featuring a list of sample careers and an illustration of a woman in business attire. The background includes a network diagram and a line graph.

## Operations Management Pathway

### Sample Careers

- Administrative Services Manager
- Customer Service Supervisor
- Department Manager
- Internet Entrepreneur
- Management Analyst
- Marketing Manager
- Master Scheduler
- Operations Manager
- Procurement Specialist
- Purchasing Manager



Sample careers in the Operations Management Pathway include Administrative Services Manager, Customer Service Supervisor, Department Manager, Internet Entrepreneur, Management Analyst, Marketing Manager, Master Scheduler, Operations Manager, Procurement Specialist, and Purchasing Manager.



**Middle School Career Investigations  
Business Management and Administration Pathways**

**Operations Management Education and Salaries**



**Operations Management Pathway**

**Education and Salaries**

<u>Operations Manager</u>	<u>Purchasing Manager</u>
Associate Degree On-the-Job Training Average Salary \$139,120	Bachelor's Degree Average Salary \$132,450

[Return to Pathway Menu](#)

Most careers in the Operations Management Pathway require some level of higher education. An Operations Manager requires an Associate Degree and on-the-job training. They have an average salary of \$139,120. A Purchasing Manager requires a Bachelor's Degree and has an average salary of \$132,450.