# Middle School Career Investigations: Business Management and Administration Pathways

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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.

## Administrative Support Description

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.

## Administrative Support Sample Careers

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.

## Administrative Support Education and Salaries

Most careers in the Administrative Support Pathway require some level of higher education. An Executive Assistant requires and 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.

## Business Information Management Description

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.

## Business Information Management Sample Careers

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.

## Business Information Management Education and Salaries

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.

## General Management Description

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.

## General Management Sample Careers

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.

## General Management Education and Salaries

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.

## Human Resources Management Description

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.

## Human Resources Management Sample Careers

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.

## Human Resources Management Education and Salaries

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.

## Operations Management Description

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.

## Operations Management Sample Careers

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.

## Operations Management Education and Salaries

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.