

BUSINESS, FINANCE AND INFORMATION TECHNOLOGY PATHWAY

Career Cluster Areas

Business and Administration
 Finance and Insurance
 Information Technology
 Marketing Sales and Service

Do you enjoy working with computers and technology? Do you like working with people, and leading or serving on a team? Do you like managing money? Do you enjoy solving problems? If you answered "yes" to any of these questions, then a career in Business, Finance, or Information Technology might be right for you!

For additional information related to these Career Clusters, visit <https://www.pacareerzone.org/clusters>

Northwest PA

(Clarion, Crawford, Erie, Forest, Venango and Warren counties)

Select High Priority Jobs, Educational Attainment & Average Entry-Level Wages (2021)

Bachelor Degree

Buyers & Purchasing Agents	\$37,290
Market Research Analysts & Marketing Specialists	\$32,880
Accountants & Auditors	\$41,000

Related Work Experience

Executive Secretaries & Administrative Assistants*	\$41,190
Supervisors - Retail Sales Workers	\$25,650
Supervisors - Office & Administrative Support Workers	\$35,060



Short- or Moderate-Term OJT

Interviewers (Contact Tracers)	\$25,010
Bill & Account Collectors*	\$28,060

Some Post-Secondary / Associate Degree

Computer User Support Specialists	\$27,390
Bookkeeping, Accounting & Auditing Clerks	\$24,660

* Not on NWPAs High Priority Occupations List, but identified as statewide need on the PA In-Demand Occupations List (PA IDOL)

For a list of Top 50 employers by county, visit: <http://bit.ly/Top50Emp>

BUSINESS, FINANCE AND INFORMATION TECHNOLOGY PATHWAY

This Pathway is designed to prepare individuals in the world of business, finance and information services.

Are you interested in...	Are you able to...	Do you enjoy...
<ul style="list-style-type: none"> A business environment Office management Sales Computers and technology Presentations to groups Telecommunications Advertising Different work sites Record keeping 	<ul style="list-style-type: none"> Work easily with others Organize your time Work with statistics Use computers and other technology Pay attention to details Solve problems Work independently Show initiative Work on a team 	<ul style="list-style-type: none"> Meeting with groups Making budgets Organizing a project Planning an event Working with technology Selling products and services Processing numbers Preparing financial reports Following directions Learning new software programs

If you answered “yes” to many of these questions, you might consider a future in one of the occupations listed on the front of this flyer, or below.

Additional PA In-Demand Occupations

Short- or Moderate-Term OJT / Related Work Experience	Long Term OJT / Post-Secondary / Associate Degree	Bachelor Degree
<ul style="list-style-type: none"> Brokerage Clerks 8dj ciZgfi'GZciVa8zġ h Customer Service Representatives Insurance Claims & Policy Processing Clerks Insurance Sales Agents Office Clerks, General Real Estate Sales Agents Receptionists and Information Clerks EPIWĪTIWIREMIW Telemarketers Tellers 	<ul style="list-style-type: none"> Claims Adjusters, Examiners & Investigators Web Developers 	<ul style="list-style-type: none"> Financial Managers Loan Officers Network & Computer Systems Administrators Software Developers Compensation, Benefits & Job Analysis Specialists Computer & Information Systems Managers Database Administrators Fundraisers Information Security Analysts Personal Financial Advisors Public Relations Specialists And more...

Education/Training Resources

Adult Basic Education

Northwest Tri-County Intermediate Unit #5:
<https://www.iu5.org/community-services/adult-education>

Post-Secondary Education/Training Options

PA Eligible Training Provider List: <http://bit.ly/PACLETPL>
 PA Colleges & Universities: <http://bit.ly/PACollegeandUniv>

To access the full **High Priority Occupations List for NWPA** and the **PA IDOL list**, visit:
<https://www.nwpajobconnect.org/resources/high-priority-occupations-hpo>

To contact **Northwest PA CareerLink®**, call 1-844-333-5248.
 Auxiliary aids and services are available upon request to individuals with disabilities.
 Equal Opportunity Employer/Program EO Officer: 814-333-1286