

BUSINESS, FINANCE & INFORMATION TECHNOLOGY PATHWAY

Do you enjoy working with computers and technology? Do you like working with people, and leading or serving on teams? 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!

Career Cluster Areas

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

For more information on 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 (2024)

Bachelor’s Degree

Human Resources Specialists \$43,230

Accountants & Auditors \$45,970

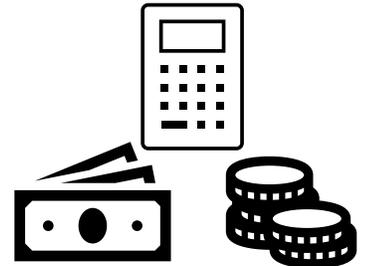
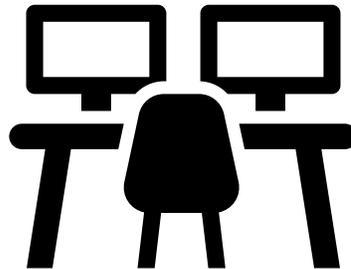
Market Research Analysts & Marketing Specialists \$37,800

Related Work Experience

Supervisors – Retail Sales Workers \$32,440*

Executive Secretaries & Admin. Assistants \$51,440*

Supervisors – Office & Admin. Support Workers \$41,980



Short- or Moderate-Term OJT

Sales Representatives \$40,880

Real Estate Sales Agents \$32,950*

Insurance Sales Agents \$42,390

Post-Secondary / Associate’s Degree / Associate’s Degree+

Bookkeeping, Accounting & Auditing Clerks \$31,650

Computer User Support Specialists \$38,290

Computer Network Support Specialists \$45,700*

*Not on NWPA High Priority Occupations List, but included on the statewide PA In-Demand Occupations List (PA IDOL)
For a list of Top 50 Employers by county, visit <http://bit.ly/Top50Emps>

BUSINESS, FINANCE & INFORMATION TECHNOLOGY PATHWAY

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

Are you interested in...

A business environment
Office management
Sales
Computers and technology
Presentations to groups
Telecommunications
Advertising
Different work sites
Record keeping

Are you able to...

Work easily with others
Organize your time
Work with statistics
Use computers and other technology
Pay attention to detail
Solve problems
Work independently
Show initiative
Work on a team

Do you enjoy...

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

Billing & Posting Clerks
Cashiers
Counter & Rental Clerks
Insurance Claims & Policy Proc. Clerks
Insurance Sales Agents
Office Clerks, General
Parts Salespersons
Postal Service Mail Carriers
Secretaries & Admin. Assistants
And more...

Long Term OJT / Post-Secondary/ Associate's Degree

Claims Adjusters, Examiners &
Investigators
And more...

Bachelor's Degree / Bachelor's Degree+

Buyers & Purchasing Agents
Compliance Officers
Computer & Info. Systems Managers
Computer Systems Analysts
Cost Estimators
Data Scientists
Financial Managers
Marketing Managers
Project Management Specialists
And more...

Education / Training Resources

Adult Education & Career Readiness

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* and the *PA IDOL* list, visit:
<https://www.nwpajobconnect.org/high-priority-occupations/>

To contact PA CareerLink® Erie County: 1-814-455-9966 (main); 1-814-871-4610 (TTY)
Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer / Program EO Officer Carrie Symes: 1-814-758-0659 or 711