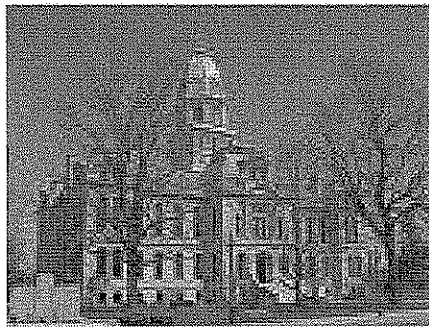


# Here to Stay



White Paper Project, 2010

Group Members:

Jennifer Cobb-Hayes, ULEAD

Kathy Gurka, Medtronic

Cathy Mullett, Ivy Tech Community College

### **What is having a Career (and not just a job) all about?**

"Often people attempt to live their lives backwards: they try to have more things, or more money, in order to do more of what they want so that they will be happier. The way it actually works is the reverse. You must first be who you really are, then do what you need to do, in order to have what you want." –*Margaret Young*

"Destiny is not a matter of chance. It is a matter of choice. It is not to be waited for, it is a thing to be achieved." –*William Jennings Bryan*

"Job Security is gone. The driving force of a career must come from the individual." –*Homa Bahrami*

"The supreme accomplishment is to blur the line between work and play." –*Arnold Toynbee*

### **Ultimately, how can a Career make a difference in the world?**

"...[I have] a vision of a day when brains become as celebrated as brawn... that sports [will] remain merely as pastimes and that the world needs the smarts of young people to tackle larger problems. Clean water, clean air, health care, getting people out of ignorance and poverty – that's important." –*Dean Kamen, Inventor (as quoted in the Washington Post)*

### **What about our smaller "world" of Kosciusko County?**

"The mission of the Warsaw/Kosciusko County Chamber of Commerce is to be the advocate of business in stimulating economic growth and diversity, promoting educational excellence, and coordinating action on issues of community importance."

"There's no place like home." –*Dorothy, from the Wizard of Oz*

## Here to Stay

As adolescents in Kosciusko County begin to search their hearts for their passions, for those things they wish to accomplish in their lives, and dream of their worlds of tomorrow, how do we encourage this cathartic process? Catharsis comes from the Greek meaning purification, cleansing, or clarification. What can adult leaders in our county do to guide young people to clarify their dreams, cleanse their minds of indecision, and purify their dedication to sustainable career goals?

One way this is accomplished is through the Jr High Career Expo held each April at Lakeview Middle School. The 2010 event is sponsored by the Chamber of Commerce and TCU. The expo has been taking place for 12 years and has given insight to local youth on vocational choices in this county. There has been a concern in the past of “brain drain,” where we train and educate our children only to find them moving to other places in the world. How can we show them there is a future in Kosciusko County, and they (could or should) be “here to stay?”

Our KLA White Paper project focused on what we could do to help with the Career Expo, as well as to find ways to give the Expo experience long term and lasting value. Our goals then were:

- Creation of the premier issue of “Career Spotlight” newsletter for distribution the day of the Career Expo
- Encourage “job shadowing” by having a contest where students write an essay on what career they would like to shadow, with local industries and organizations as judges for the essays, resulting in a direct connection between the student and job shadowing experience
- Use job shadowing experiences as feature stories on the community career website
- Re-introduce the Kosciusko County Career Link (<http://kosciuskocareers.com/>) by getting banners made for use at any and all community events.
- Continually add updated and current information to the website, focusing on local careers that are now in existence, as well as those careers of the future
- Support the Expo by participating in the preliminary planning and preparation process, as well as the day before and the day of the expo, helping set up, distributing appropriate information, and tearing down displays
- Furnish career pamphlets for students, describing and highlighting information to aid in making educated career choices and the follow through necessary to achieve their vocational goals

## Newsletter

The premier issue of the newsletter would be distributed at the Career Expo 2010. Future issues of the newsletter could contain the following information:

- Current trends in careers related to our local job market
- Job shadow experiences of selected students in each of the career clusters represented in Kosciusko County
- Lingo and jargon used in selected careers in order to acclimate students to the selected career environment and culture
- Careers of the future
- Entrepreneurial information, encouraging local small business growth
- Advertising opportunities for local businesses to promote the careers they support, which could also serve as prospective funding to continue the newsletter or buy more banners and billboards
- Promote our local career website [www.kosciuskocareers.com](http://www.kosciuskocareers.com)

Ongoing issues of the newsletter would be the responsibility of students pursuing careers in Journalism, English, Communications, and Business Management. Participating in the publication of the newsletter could have the potential for extra credit classroom projects, or simply be part of the designated class curriculum. Newsletters would be sent in PDF format to all local Kosciusko County schools, grades 7 through 12, being printed and passed out for study halls or sustained reading times.

Ongoing monetary support for this newsletter could be through the students “selling” advertising, or for Corporate Sponsorship by local companies. Perhaps the company featured in the job shadow could also be the sponsor for the newsletter for that particular month. Although the newsletters look best printed on glossy paper, the most important aspect and purpose is to educate students and guide them in their career choices.

## Job Shadow Contest and Follow-up through Publication

The job shadow contest would be open to students in grades 7 through 9. (By their sophomore year of high school, students are typically involved in a focused career tract and may not benefit as much as the younger students from the shadowing experience.) The individual student would write an essay about the career of choice, why the career was selected, and what will be accomplished through the job shadow experience. Local business partners would read the essays for their particular industry and select at least one student to participate in the job shadow experience. One vital link in this activity is getting schools on board and aware of the benefits.

Once the job shadow is completed, the student would submit pictures and a report of the experience to the newsletter committee for publication, as well as to be added to our local career website. Items in the report would focus on the overall success of the day, things learned that were not known prior to the shadowing experience, and any other terms or knowledge gained from the career mentor. Once the report is completed and turned in, the newsletter committee can expand the newsletter for the month by incorporating current

trends, income information, and other items that add to the overall content of the selected career. Each month would feature a different career cluster.

### **Career Website**

[www.kosciuskocareers.com](http://www.kosciuskocareers.com).

One well-kept secret of Kosciusko County is our local career website. This website was the end result of a previous KLA White Paper project and could be very useful for encouraging our youth to stay here to work once they get their educations. Additionally, it could prove useful for continuing education and updates of career trends, future careers, and entrepreneurial items of interest. The website is useful in featuring career goals and job shadowing experiences.

Another avenue for promoting the career website is to purchase at least two 31" x 78" banners, which are flexible and easily contained, being transported in metal cylinders, at a cost of \$350 each. These banners could be displayed at any and all local events, especially events that promote career development and awareness.

### **Current and Future Career Trends**

Although many of the careers we currently have in our county are "traditional" careers, the business environment is constantly changing to meet the demands of the consumer. By traditional, it is meant that most of us never questioned having certain careers, as these were expected by our families and friends, and local education was made readily available for these vocations. As we look to the future of Kosciusko County, there is the possibility for careers we never thought of before. As our county grows and as we encourage our citizens to stay and work here, we will need to enhance those traditional careers with ones that meet the changing needs of society, locally and globally.

Part of our research included careers of the future, which are included in this paper.

### **The Career Expo Itself**

Since the expo has been in existence for the last 12 years, most of the planning process has been completed then tweaked each year as needed. The planning guides are included in this paper. As a White Paper group, part of our focus was to attend committee meetings leading up to the expo, as well as contacting local businesses to participate. The expo committee also has a list of career clusters. Our paper includes the list of Career Clusters, as well as local businesses participating and a timeline for the schools who come to the expo.

The day before and the day of the expo were also part of the commitment we made for the event. The day before, we will help set up tables and get the venue at Lakeview Middle School ready. The day of, we will man our own tables, as well as being available for questions. Finally, we will help tear down at the end of the expo day.

## **Career Pamphlets**

On the Ivy Tech Community College website, under Career Services, there are printouts that describe over 70 different careers. Our group made digital copies of these printouts and asked the businesses in the expo to make these available to the students as they came to their tables. A sample is included in this paper. Information included in these is "What Can I Do with This Major" along with the potential careers for the major, the education needed for the careers, income potential, and connections to organizations specific to the careers.

## **Conclusion**

Our team felt this White Paper project was very timely and needed given the current economy and changes taking place all around us, locally as well as globally. Overall, we wanted the students to come away with something after the expo, and to create an ongoing educational process as they explore their future careers. We also wanted to encourage them to get the education the need for their career choice, but then to also come back and add to our local industry, helping Kosciusko County continue to grow and become one of the best places to work in the United States.

To perpetuate our commitment to this project, we will continue to serve on the annual expo committee and in membership with the Chamber of Commerce. Additionally, as we are needed, we will assist and promote our goals as we work with local schools.

Monetary assistance we ask for at this time would be for the Career Website banners at a cost of \$700, with any other awards going towards printing costs of the newsletter.

Future costs would be:

\$1350 annually for 800 Black and White copies of the newsletter

\$7200 annually for 800 Glossy copies of the newsletter

This estimate is anticipating that the newsletter is printed 9 times a year. Additional considerations are getting a volunteer or faculty member to assist in putting the piece together.

# KOSCIUSKO CAREER CONNECTIONS NEWSLETTER

## A Focus on Computer Careers including: Computer Support Specialists, Programmers and IT Operations Managers

### What are Computer Support Specialists?

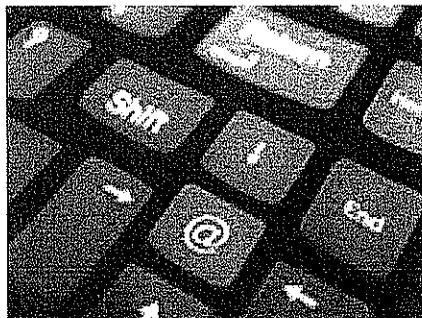
Computer support specialists help people solve problems with their computer hardware and software. By asking questions, they try to learn enough about the problem so that they can create a short list of items that might be causing the problem. Then they either make the repairs or tell customers what to change.

When helping coworkers, computer support specialists are able to use the computers that are not working properly. They test or monitor systems to locate the problems. They may read technical manuals to learn more about what to do. Once they have some ideas, specialists make repairs. This may mean reinstalling software or replacing hardware that is not working. Once they have made changes, support specialists test computers to make sure they work. They may continue to monitor computers to see if the changes fixed the problems or if more work needs to be done. Specialists may document what repairs they made and what hardware or software they bought.

Nationally, about 518,400 computer support specialists work in this medium-sized occupation. In 2000, there were 6,120 people employed as computer support specialists in Indiana. Employment for computer support specialists is expected to grow much faster than average through the year 2010. During this period, there will be an estimated 5,300 job openings. More than half of these openings will be created by the replacement of current workers. Nationally, the number of jobs for computer support specialists is expected to grow faster than average through the year 2014.

Most employers prefer specialists who have at least two years of training after high school. A growing number of employers prefer specialists who have a four-year degree. Experience and skills, however, can substitute for formal training. Employers look for people who have strong problem-solving and analytical skills. They also look for people who can communicate well with a variety of people.

The information given here was taken from the Kosciusko Career Link. For more information see [www.kosciuskocareers.com](http://www.kosciuskocareers.com).



## Glossary

### General Career Terms

**Non-exempt employees:** employees that receive hourly wages; they are subject to wage and hour laws, i.e. overtime pay, usually applies to non-professional employees

**Exempt employees:** employees who are exempt from certain wage and hour laws, i.e. overtime pay, usually applies to administrative, executive, or professional employees who receive an annual salary, in equal payments weekly, bi-weekly, or at some other specified time interval.

### Computer Specific Terms

**Transmitter:** source that generates the message or data

**Ping:** sonar concept implemented with the Echo Request and Echo Reply application basic connectivity test between two TCP/IP network devices

**WLAN (wireless local area network):** computer network used for wireless communications among computer devices (including telephones and PDAs) also known as LAN (local area network)

Here are just some of the local companies who hire computer support specialists and programmers.

[Comcast](#)

[CTB, Inc.](#)

[Kosciusko Community Hospital](#)

[Kosciusko REMC](#)

[Lake City Bank](#)

[Medtronic Spinal & Biologics](#)

[NetSolutions Team, Inc.](#)

[SYM Financial Advisors](#)

[Warsaw Community Schools](#)

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# How are Computer Programmers Different Support Specialists?

Computer programmers write (using computer languages), test and maintain the detailed instructions, called programs or software that computers must follow to perform their functions. They also conceive, design and test logical structures for solving problems by computer. They usually know more than one programming language and often learn new ones relatively easily. Computer programmers write specific programs by breaking down each step into a series of instructions the computer can follow. They must be sure their instructions are correct and that they produce the desired results. They differ from support specialists in that these are the creators of the software that the support specialists are trying to fix and maintain for the user.

Most new computer programmers have at least a bachelor's degree. In the past formal training was not as important. Many programmers learned on the job or through technical or associate programs. Now, with increasingly complex programming tasks and a growing number of college-trained applicants, a bachelor's degree is the common way to prepare.

Computer science is the most common major. However, a major in math or information systems is also acceptable. Another approach is to major in a specialty area such as engineering, science, or business. If you do not major in computer science, be sure to take programming courses.

Nationally, about 585,400 computer programmers work in this medium-sized occupation. In 2000, there were 6,870 people employed as computer programmers in Indiana. Employers will continue to need programmers with strong technical skills. Prospects should be best for college graduates with knowledge of and experience with a variety of programming languages and tools. Job seekers should stay up-to-date with the latest skills and technologies.

The information given here was taken from the Kosciusko Career Link. For more information, go to [www.kosciuskocareers.com](http://www.kosciuskocareers.com)

*Here is a list of high school courses that will help prepare you for a computer career:*

- Business
- Keyboarding
- Word Processing
- Introduction to Business
- Banking and Finance
- Computer & Information Sciences
- Basic Computer
- General Computer Applications
- Business Computer Applications
- Computer Graphics
- Computing Systems
- Computer Technology
- Network Technology
- Computer Science & Programming
- English Composition
- Technical Writing
- English Grammar
- Business and Applied English
- Integrated Science
- Algebra
- Geometry
- Advanced Algebra
- Pre-Calculus
- Calculus
- Probability and Statistics
- Business Law

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## From Local Computer People...

### **What is your favorite thing about the job?**

Creating content that works for students & helps them understand difficult concepts. – L.S.  
I get to work with the latest gadgets and technology. A.A.

### **What is your least favorite thing about the job?**

Having to generate reports. – L.S.  
Outsourcing has become a big part of the IT job market creating some question of long-term job security. – A.A.

### **Words or Terms a person should know in this career field.**

LAN stands for Local Area Network and is ...

Teamwork, Compliance, Quality Control, Change Management, Incident Management, and Vendor Management

### **Tips**

CompTIA, the professional certification organization has a list of 185 acronyms that you should know before sitting for an exam. – L.S. (Ivy Tech)

### **About our respondents:**

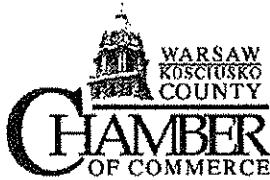
<b>Name</b>	<b>L.S.</b>	<b>A.A.</b>
Title, Company	Faculty/Advisor CIS, Ivy Tech	IT Operation Mgr, Johnson & Johnson
Education	Masters Degree & Professional Certification	Bachelor's degree + 8 years experience
Salary	\$40,000-\$60,000	\$70,000-\$90,000



2010  
Career Expo  
Exhibitor  
Packet

# Kosciusko Career Expo Project Planning Schedule - 2010

Activity/ Project	Date Due	Key Person	Comments
Assemble Career Expo Planning Committee	December	Committee	Complete
Select Kosciusko Career Expo Chairman	December	Committee	Complete
Establish Date of Career Fair	December	Committee	April 14, 2010
Analyze Potential Locations	October/ November	Not Necessary	Not Necessary
Finalize Location and Get Approval	December	Committee	Lakeview Middle School
Start Chamber Newsletter Articles and Newsflash	January	Trina	Complete
Schedule Initial Planning Committee Meeting	December	Darryl	Workforce Development Comm. And KGE Planning Committee
Confirm Sponsor for event	December	Committee	Thank You to Teachers Credit Union
Select Theme for KCF	December - 1st meeting	Committee	Will retain past theme and add a theme "Live Here . Work Here ."
Mail "Reminder" Cards to last year's participating companies	December	Trina	Complete
Review information included in the Company Information Packets	January	Committee	Complete
Review student questionnaires	February	Committee	Complete
Mail Initial Letter with registration form to participants	15-Jan	Trina	Complete
Contact Identified Companies by telephone to invite to Participate	March 5,2010	Committee	
Finalize Company participation list and careers	15-Mar	Trina and Darryl	
Include Registration Flyer in Chamber Newsletter	January	Chamber Staff	Complete
Information packets mailed out to businesses	As registrations are received		
Request Career Descriptions from companies	March	Chamber Staff	
Design visual aids (including Career Information Display Sheets)	February, March		
Chamber Newsletter and other Publication Articles	January - April	Trina	
Coordinate and publish school schedules	3/10/2010	Diana	
Ensure position descriptions are received	3/10/2010	Trina	
Develop Career Packets for Schools	March		
Company position descriptions to school counselors	3/26/2010	Trina	Emphasize both themes on cover.
Assist companies with booth development	As needed		
Ensure insurance certificates are received	3/31/2010		
Organize for 20 extension cords	4/1/2010		
Get volunteers for set up day	4/1/2010		
Order participant lunches	4/5/2010		
Contact each participating company to ensure they are preparing and answer any questions	Starting week of March 30		If necessary
Set up for event	4/13/2010		



January 11, 2009

Sponsored by:



**Teachers Credit Union**

Dear Exhibitor,

The Warsaw/Kosciusko County Chamber of Commerce would like to thank you for inquiring about participating in the Kosciusko Career Expo<sup>®</sup> as an exhibitor! There is no charge to exhibit and your effort and contribution will help approximately 1,300 seventh and eighth grade school students learn about the careers available in this county. One of the main goals of this event is to inform the students from our middle schools about the value of pursuing a career in this county. In turn, we hope to slow the trend of young adults leaving the county in pursuit of careers elsewhere. This event will be held on Wednesday, April 14, 2010 at Lakeview Middle School, in Warsaw.

This packet contains several key pieces of information that will assist you with your role in the Career Expo:

- **Kosciusko Career Expo Flyer** – General information about the Career Expo.
- **Information Sheet For Businesses** – Information page that explains details about the Career Expo.
- **Career Expo Questionnaire** – Lists the basic questions that students will be asking about when they visit your career information station.
- **2010 Kosciusko Career Expo Registration Form** – This registration form needs to be completed and faxed back to the Chamber of Commerce **by Friday, March 12, 2010**.
- **Job Description Form** – To be completed and faxed back to the Chamber of Commerce with Registration Form.
- **Countywide Career Expo Career Clusters** – Lists each of the Indiana career clusters and individual careers under each cluster. These are suggested categories that your career choice will fit into.

We encourage you to get involved with this event as the results can be important to each company in this county. If you aren't sure about something, please call one of the individuals listed below.

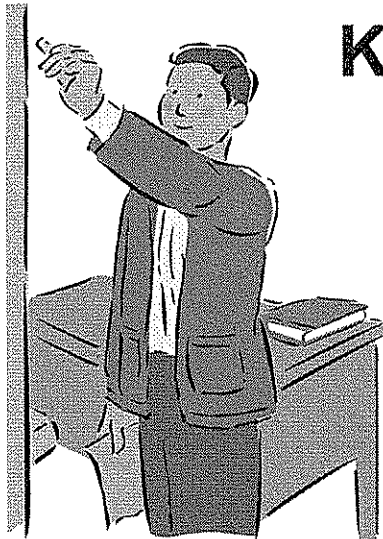
- |                |                     |          |
|----------------|---------------------|----------|
| • Trina Hoy    | Chamber of Commerce | 267-6311 |
| • Darryl Smith | Dalton Corporation  | 268-3224 |

Thank you, once again for your dedication to this important endeavor. We look forward to working with each of you to make this year's Kosciusko Career Expo a valuable experience for the students, our educators, and our business representatives.

Sincerely,

*Darryl P. Smith*

Darryl P. Smith  
Chairman, Workforce Development Committee  
Warsaw/Kosciusko Chamber of Commerce



# Kosciusko Career Expo 2010

sponsored by



Teachers Credit Union



## KOSCIUSKO COUNTY NEEDS YOUR HELP!

The Warsaw/Kosciusko County Chamber of Commerce will hold the **Kosciusko Career Expo** in April to educate our seventh and eighth grade students about the vast quantity and quality of careers in Kosciusko County. **During this pivotal developmental age, the students are making initial career decisions and are already looking at types of careers and locations where they might want to live in the future.**

**The mission of the Kosciusko Career Expo is to make an impact on retaining our young talent in this county for future employment by our companies and organizations.** This is your opportunity to make a positive impact for our county's future! Companies are encouraged to participate in the Career Expo representing one or two of your careers by developing an exhibit interactively designed for 12 and 13 year olds, and manning it with a few knowledgeable people during this day. This year's Kosciusko Career Expo is scheduled for **Wednesday, April 14, 2010**, to be held at the **Lakeview Middle School in Warsaw**. We hope your company and careers will be represented to help our maturing students learn the value of staying in Kosciusko County.

We need you to help us make an impact on our future workforce, contact [info@wkchamber.com](mailto:info@wkchamber.com) or call 267-6311 to participate in the Kosciusko Career Expo.





## 2010 Kosciusko Career Expo Information Sheet for Businesses

The Kosciusko Career Expo is presented by the Warsaw/Kosciusko County Chamber of Commerce. This is an event to allow Kosciusko County businesses to show middle school students what technical, vocational, and skilled trade careers are available right here in our county. The 2010 Kosciusko Career Expo is planned for Wednesday, April 14th. The Expo will be held in the gym of Lakeview Middle School. Approximately 1,300 7<sup>th</sup> and 8<sup>th</sup> grade students will attend between 8:30 a.m. and 2:30 p.m.

To participate in the Kosciusko Career Expo each firm (government and private) or group of firms (if firms desire to collaborate) are invited to do the following:

1. Identify a technical or vocational career (requiring 30 months or less of formal post high school training – (see Career Clusters for examples)).
2. Register to be a Career Expo Exhibitor. Complete the Registration Form and return it to the Chamber by 3/12/10 (you can e-mail it to [info@wkchamber.com](mailto:info@wkchamber.com)).
3. Forward a copy of the declaration sheet(s) for your organization's liability insurance to the Chamber. This is a routine request that is necessary so we and the schools know that everyone is covered by this type of insurance.
4. Submit a brief job description in language that entices a 13-year-old. Example: Auto Mechanic - One who keeps the family cars running. Complete the Job Description Form and return it to the Chamber.
5. Make a 3' X 2' poster with information about starting pay, high school and post high school training required, and any special skills needed. Remember, this will be viewed by middle-schoolers.
6. **While developing your exhibit, we encourage you to design hands-on, activity-oriented displays such as products, tools, and other items used within the career. It is important to stimulate interest of the students and give them a chance to experience tasks that are done within a career.** Remember, these are 7<sup>th</sup> and 8<sup>th</sup> graders.
7. Set up an exhibit (an eight-foot table will be provided) at the Career Expo site. Time for set-up will begin at 6:30 am on the day of the event. If you absolutely need to set up the evening before, please contact Trina at the Chamber.
8. Staff the booth from 8:30 a.m. – 2:30 p.m. on Wednesday, April 14th.
9. Tear down and remove your booth after last student has left the building and before 4:00 p.m. on Wednesday, April 14th.

Students will be attending the Career Expo on a pre-determined schedule between 8:30 a.m. and 2:30 p.m. Prior to the Expo, each student will have selected three careers in advance to investigate. The schedule will allow approximately 10 minutes at each exhibit to review the careers they have selected.

There will be a brief pow-wow of exhibitors between 8 and 8:30 a.m. before the students arrive.

You are invited to join us for a box lunch during the lunch break – you **MUST** have reserved a boxed lunch with your registration form.

**This form is given to the students in advance of the Expo. These are some of the questions the students are required to get answers for from their three career choices on the day of the Expo.**

**So be prepared to answer these questions.**

Make up one question to ask the presenter:

---

## **CAREER EXPO QUESTIONNAIRE**

1. What company or person was presenting? \_\_\_\_\_
2. What is the beginning salary of someone in this career? \_\_\_\_\_
3. What type of hours do they work? \_\_\_\_\_
4. What is a "typical day" for someone in this career?
5. What would the presenter rank as the top 3 school subjects needed for this job?  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_
6. What education or training is needed for this career?
7. What specific communication skills are most important in this career?
8. What kind of clothes do you need to wear for this career?
9. What happens if you don't get work done on time or are late for work?
10. What did you "LIKE" or "DISLIKE" about this career? Explain.

# KOSCIUSKO CAREER EXPO

## 2010 Registration Form

**Please return to: WARSAW/KOSCIUSKO COUNTY CHAMBER OF COMMERCE**

313 South Buffalo St., Suite A

Warsaw, IN 46580

Phone: 574-267-6311

Fax: 574-267-7762

Email: [into@wkchamber.com](mailto:into@wkchamber.com)

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact person: \_\_\_\_\_

Position: \_\_\_\_\_

Contact telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Career(s) to be presented: #1: \_\_\_\_\_

(Please see attached Career Clusters)

#2: \_\_\_\_\_

If you would like to present a career that is not listed in the Career Clusters, we would welcome that as well.

Do you need wireless internet? (circle one):  YES,  NO.

Do you need an electricity hook-up for your display? (circle one):  YES,  NO

<b>IMPORTANT!</b>	Please indicate the number of people will be at your exhibit, <b><i>and</i></b> will be staying for lunch? _____ (this is for a headcount so we know how many lunches to order). Lunch will only be provided by those who order lunch.
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**Fax back to the Chamber at 574-267-7762 by FRIDAY, MARCH 12, 2010.** For more information contact the Chamber at 574/267-6311 or email: [info@wkchamber.com](mailto:info@wkchamber.com).

Kosciusko Career Expo  
Wednesday, April 14, 2010  
Lakeview Middle School  
848 East Smith Street  
Warsaw, IN 46580  
8:00 a.m. – 2:30 p.m.  
(Set-up 6:30 a.m. and tear-down after 2:30 p.m.)

# Job Description Form

## Example

**Registered Nurse.....Kosciusko Community  
Hospital  
Joe Jarboe**

*Cares for patients who are ill or injured. Provides professional care to patients  
Before and after procedures and administers medications.*

**Skills Needed for Job:** Good communication skills, science background, and willingness to help people.

**Formal Education/Training Needed for Job:** Junior College

**Prospective Schools/Programs:** IVY Tech, IPFW, St. Francis

**Number of Months of Schooling Required:** 24 months

**Starting Pay:** \$16.93

**Current Highest Pay:** \$3,864.00 per month

**Next Two Levels Up for this Career:** Bachelors of Science – Nursing  
Masters of Science – Nursing

**Possible Job Openings in the Field in the Next Five Years:** Excellent  
(growing need)

**\* Please complete this portion for each  
career your company will be exhibiting.\***

**Your Career:** \_\_\_\_\_ **Your Company:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

*Brief Description:* \_\_\_\_\_

**Skills Needed For Job:**

**Formal Education/Training Needed for Job:**

**Prospective Schools/Programs:**

**Number of Months of Schooling Required:**

**Starting Pay:**

**Current Highest Pay:**

**Next Two Levels Up for this Career:**

**Possible Job Openings in this Field in the Next Five Years:**



# COUNTYWIDE CAREER EXPO CAREER CLUSTERS

## AGRICULTURE AND NATURAL RESOURCES

Agribusiness  
Food Science & Food Processing  
Garden & Landscape Services (Horticulture Technology)

## ARTS, MEDIA AND COMMUNICATIONS

Commercial Art  
Interior Design  
Mass Communication: Journalism, Radio & TV  
Broadcasting

## ENGINEERING, SCIENCE AND TECHNOLOGIES

Computer Assisted Drafting  
Computer Tech  
Network Administration

## MANUFACTURING AND PROCESSING

Digital Graphics Technician (Electronic Pre-Press)  
Graphic Arts  
Line Supervision  
CNC Machinist  
Machine Operator  
Polisher  
Quality Control  
Tool and Die Making  
Welding

## MECHANICAL REPAIR & PRECISION CRAFTS

Air Conditioning/Heating Installation and Repair  
Appliance/Equipment Repair  
Auto Mechanics  
Building Maintenance  
Electronics  
Machine Maintenance

## BUSINESS, MANAGEMENT AND FINANCE

Accounting and Financial Management  
Bookkeeping  
Administrative Professional  
Banking Support Services  
Food Service Management  
Human Resources Support Services  
Lodging Management  
Retail Management  
Life Insurance  
Medical Services Management

## MARKETING, SALES AND PROMOTION

Advertising  
Agricultural Sales  
Automobile Sales  
Fashion Merchandising  
Food Marketing  
Marketing  
Insurance  
Public Relations

## MARKETING, SALES AND PROMOTION (cont).

Purchasing  
Real Estate Sales  
Securities Sales

## BUILDING AND CONSTRUCTION

Bricklaying  
Carpentry  
Electrician  
Plumbing  
Roofer

## EDUCATIONAL SERVICES

Child Care Certification  
Teaching Assistant

## HEALTH, MEDICAL & SOCIAL SERVICES

Dental Assistant  
Dental Hygienist  
Dietetics  
Emergency Medical Technology  
Licensed Practical Nursing  
Medical Assistant  
Medical Lab Technician  
Medical Services Management  
Occupational Therapy Assistant  
Optical Services  
Pharmacy Assistant  
Physical Therapy Assistant  
Radiological Technology  
Registered Nurse (Two-year Program)  
Respiratory Therapy  
Surgical Technology  
Veterinary Technology

## PERSONAL AND COMMERCIAL SERVICES

Barber  
Butcher  
Chef (Culinary Arts)  
Cosmetology  
Mortuary Science  
Travel Services

## LEGAL, GOVERNMENT & MUNICIPAL SERVICES

Paralegal  
Public Administration  
Law Enforcement  
National Guard  
Fire Fighter  
Social Work

## TRANSPORTATION

Airplane Piloting  
Truck Driving  
Water Transportation

Sample

“What Can I  
Do With This  
Major?”

## WHAT CAN I DO WITH THIS MAJOR LIST

- Accounting
- Advertising
- Africana Studies
- Agricultural Leadership
- Animal Sciences
- Anthropology
- Architecture
- Art
- Athletics and Sports
- Audiology
- Biochemistry
- Biological Sciences
- Biosystems Engineering
- Botany
- Business Studies
- Chemistry
- Child and Family Studies
- Classics
- Communications Studies
- Computer Science
- Counseling
- Criminal Justice
- Dance
- Economics
- Education
- Electronic Media and Broadcasting
- Engineering
- English
- Environmental Sciences
- Exercise Science
- Finance
- Food and Agriculture
- Food Sciences
- Foreign Language
- Forensic Science
- Forestry
- Geography
- Geology
- Global and International Studies
- Graphic Design
- Healthcare Science
- History
- Hotel and Hospitality Sciences
- Human Resources
- Human Services
- Information Library Science
- Interior Design
- Journalism
- Law
- Logistics and Transportation
- Machinery Maintenance
- Management
- Management Information
- Marketing
- Mathematics
- Mechanical Engineering Technician
- Mechanics and Repairers Supervisor
- Medical Fields
- Music
- Nursing
- Nutrition
- Philosophy
- Physics
- Plant Sciences
- Political Science and Government
- Psychology
- Public Administration
- Public Administration
- Public Health
- Public Relations
- Recreation and Leisure
- Religious Studies
- Retail and Merchandising
- Social Work
- Sociology
- Sport Management
- Statistics
- Theater
- Urban Studies
- Wildlife and Fisheries

•Women's Studies

# ACCOUNTING

What can I do with this major?

AREAS	EMPLOYERS	INFORMATION/STRATEGIES
<p><b>PUBLIC ACCOUNTING</b>            Auditing/Assurance Services            Tax            Environmental Accounting            Forensic/Investigative Accounting            Information Technology Services            International Accounting            Personal Financial Planning</p>	<p>Public accounting firms:            Large, multinational            Regional            Local            Sole practitioners</p>	<p>Public accounting firms hire candidates who meet the educational requirements for sitting for the Certified Public Accountant (CPA) exam: 150 hours of education including 24 hours of accounting, i.e. the equivalent of an undergraduate degree in accounting.</p> <p>State laws govern the practice of accountancy and specify the requirements to be eligible to sit for the CPA exam. In most states, the State Board of Accountancy has a website that outlines those requirements.</p>
<p><b>CORPORATE ACCOUNTING</b>            Financial Management            Financial Reporting            Internal Auditing            Cost Accounting            Tax Planning            Budget Analysis</p>	<p>Companies of all sizes, in all industries</p>	<p>Many managers in corporate settings obtain an MBA degree after several years of work experience.</p>
<p><b>GOVERNMENT</b>            Auditing            Financial Reporting            Financial Management            Budget Analysis            Research</p>	<p>Federal agencies and departments including:            Federal Bureau of Investigation            Internal Revenue Service            Department of the Treasury            General Accounting Office            Office of Management and Budget            Securities Exchange Commission            State and local agencies</p>	<p>Complete an internship in a government agency.            Become familiar with the government application process.            Accounting is a "hot area" in government hiring and many opportunities exist in the public sector.</p>
<p><b>EDUCATION</b>            Teaching            Research            Consulting</p>	<p>Universities and colleges</p>	<p>A Ph.D. in Accounting or a DBA, Doctorate in Business Administration, in accounting is generally required.            Maintain a high g.p.a. and secure strong faculty recommendations for admittance into graduate school.</p>

AREAS	EMPLOYERS	INFORMATION/STRATEGIES
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**NON-PROFIT**

- Accounting
- Internal Audit
- Financial Planning
- Budgeting
- Money Handling
- Record Keeping

- Social service agencies and organizations
- Hospitals
- Public school systems
- Universities and colleges
- Religious organizations
- Libraries and museums
- Political parties
- Labor unions

Volunteer at non-profit organizations and build a network of contacts in the non-profit sector.

**GENERAL INFORMATION AND STRATEGIES**

- Earn good grades. Grades are an indicator of technical competence in accounting and of a person's work ethic.
- Potential employers place a big emphasis on strong interpersonal skills. Demonstrate these skills by having a well-rounded background.
- Actively participate in student organizations to develop leadership skills.
- Develop excellent computer skills.
- Learn to work well within in a team.
- Develop strong communication skills.
- Gain work experience and learn information about careers through internships. Consider completing internships in the spring semester, not just summer term.
- Join Beta Alpha Psi, the honorary fraternity for accounting and finance information professionals, to gain knowledge about the accounting profession.
- Certifications available through the Institute of Internal Auditors or the Institute of Management Accountants may increase job marketability in some areas of accounting.
- Accounting students should develop their analytical, critical-thinking and problem solving skills. Develop high ethical standards.
- Accuracy and attention to detail are important traits for accountants.
- Accounting is a versatile degree. Students who graduate with a major in accounting may find jobs in many areas of business including: banking, financial planning, sales, production management, client management, product development, procurement, and general management.

# Accounting

- **Professional Associations**
  - [\\*The American Institute of Certified Public Accountants](#)
  - [Institute of Management Accountants](#)
  - [The Institute of Internal Auditors](#)
- **Occupational Outlook Information**
  - [Accountants and Auditors](#)
  - [Financial Managers](#)
  - [Financial Analysts and Personal Financial Advisors](#)
  - [Budget Analyst](#)
- **Miscellaneous Career Information**
  - [\\*AICPA Student Career Site](#)
  - [Accounting Career Resource Guide](#)
  - [Information for Accounting from SmartPros](#)
  - [Business and Finance Careers](#)
  - [Business Jobs in the Federal Government](#)
- **Job Postings**
  - [Accountemps](#)
  - [Careers in Accounting](#)

Sample  
Of  
A Good  
Resume

## STEVEN B. SHELOFF

13 Broadmoor Lane • Westbury, NY 11590  
Phone: (516) 642-3657 • Email: ssheloff@optonline.net

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### MANUFACTURING OPERATIONS MANAGEMENT

*Providing Solutions for High-Profile Employers and Client Companies, Including GE Healthcare, Communication Power Corporation, Siemens Medical Solutions, Jaco Electronics, and Philips Medical Systems*

Manufacturing operations executive with 11+ years of management experience and consistent success in achieving revenue, cost, productivity, and delivery goals. Able to guide and lead highly skilled, cross-functional teams in the design, development, and launch of leading-edge solutions and processes, including Just-in-Time, Total Quality Management, and MRP System implementations. Effective analyst, problem solver, and communicator.

#### *Core Competencies:*

- Project Planning & Scheduling
- Budget Planning & Administration
- Regulatory Compliance Management
- New Systems Design/ Development
- Supply Chain Management Principles
- Quality Assurance Control/ Standards
- Team Building, Mentoring & Leadership
- Operations & Process Reengineering
- Start-Up & Turnaround Operations
- Problem Solving & Change Management

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### PROFESSIONAL EXPERIENCE

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#### CONFIDENTIAL EMPLOYER, Hauppauge, NY

*World-class leader in RF power amplifier manufacturing and technologies.*

#### Director of Operations (2001 – Present)

Oversee core business and operational development functions (e.g. purchasing, human resources, finance, quality control, material management) within manufacturing operations. Supervise staff of 45 and direct systems implementation to support major contracts with GE Healthcare, Siemens Medical Solutions, and Phillips Medical Systems. Challenged to initiate improvements for under-performing areas, including product deliveries, inventory control, and team output.

#### SELECTED ACCOMPLISHMENTS:

- Sales Growth – Played key role in increasing sales from \$1.2 million to \$5.1 million in 3-year timeframe through effective marketing, sales and operations management strategies.
- Product Development – Led teams in design and development of U.S. export regulatory compliance systems for two companies that allowed them to meet ITAR and EAR regulations.
- Operations Reengineering – Increased gross profit margins 17% by restructuring organization through root cause analysis and process management/JIT initiatives. Reduced manufacturing costs 20% by outsourcing PCB, harnessing and cabling assemblies.
- Performance Improvement – Improved on-time delivery from 18% to 93% within 1 year by implementing project planning system based on teamwork, quality and customer satisfaction goals. Developed capacity man-loading requirements to further enhance on-time delivery initiatives and forecast hiring needs.
- Process Enhancement – Reduced inventory surplus 25% by implementing demand based planning process and MRP system. Increased manufacturing capacities by 35% through introduction of fully operational second shift.

Continued



WorkOne

Region 2

Occupations

In

Demand

SOC Code	Occupational Title	2008 Employment	2010 Projection	Total Growth	Replacements	Total Openings
<b>11-0000</b>	<b>Management Occupations</b>					
11-3011	Administrative Services Managers	343	350	7	16	23
11-3021	Computer and Information Systems Managers	283	288	5	7	12
11-3031	Financial Managers	741	744	3	18	21
11-3051	Industrial Production Managers	1,188	1,156	-32	80	80
11-3071	Transportation, Storage, and Distribution Managers	247	246	-1	14	14
11-9021	Construction Managers	456	464	8	12	20
11-9032	Education Administrators, Elementary and Secondary School	436	444	8	22	30
11-9033	Education Administrators, Postsecondary	313	323	10	16	26
11-9051	Food Service Managers	749	759	10	33	43
11-9111	Medical and Health Services Managers	624	646	22	18	40
<b>13-0000</b>	<b>Business and Financial Operations Occupations</b>					
13-1031	Claims Adjusters, Examiners, and Investigators	216	221	5	11	16
13-1051	Cost Estimators	468	475	7	18	25
13-1073	Training and Development Specialists	376	383	7	15	22
13-1111	Management Analysts	436	449	13	14	27
13-2011	Accountants and Auditors	2,070	2,090	20	67	87
<b>15-0000</b>	<b>Computer and Mathematical Occupations</b>					
15-1021	Computer Programmers	371	356	-15	14	14
15-1031	Computer Software Engineers, Applications	388	412	24	10	34
15-1032	Computer Software Engineers, Systems Software	114	116	2	3	5
15-1041	Computer Support Specialists	940	957	17	56	73
15-1051	Computer Systems Analysts	565	584	19	28	47
15-1061	Database Administrators	109	112	3	2	5
15-1071	Network and Computer Systems Administrators	390	400	10	16	26
15-1081	Network Systems and Data Communications Analysts	355	385	30	13	43
<b>17-0000</b>	<b>Architecture and Engineering Occupations</b>					
17-2031	Biomedical Engineers	277	301	24	12	36
17-2051	Civil Engineers	149	151	2	8	10
17-2112	Industrial Engineers	901	923	22	41	63
17-2141	Mechanical Engineers	647	644	-3	26	26
17-3013	Mechanical Drafters	343	341	-2	20	20
<b>21-0000</b>	<b>Community and Social Services Occupations</b>					
21-1012	Educational, Vocational, and School Counselors	377	386	9	13	22
21-1021	Child, Family, and School Social Workers	524	537	13	20	33
21-1023	Mental Health and Substance Abuse Social Workers	243	253	10	9	19
<b>23-0000</b>	<b>Legal Occupations</b>					
23-2011	Paralegals and Legal Assistants	249	255	6	5	11
<b>25-0000</b>	<b>Education, Training, and Library Occupations</b>					
25-2011	Preschool Teachers, Except Special Education	484	496	12	14	26
25-2012	Kindergarten Teachers, Except Special Education	260	269	9	8	17
25-2021	Elementary School Teachers, Except Special Education	3,169	3,266	97	126	223
25-2022	Middle School Teachers, Except Special and Vocational Education	1,345	1,383	38	53	91
25-2031	Secondary School Teachers, Except Special and Vocational Education	2,408	2,449	41	144	185
25-2041	Special Education Teachers, Preschool, Kindergarten, and Elementary School	302	315	13	12	25
25-2043	Special Education Teachers, Secondary School	264	269	5	10	15
25-9041	Teacher Assistants	2,787	2,841	54	82	136
<b>27-0000</b>	<b>Arts, Design, Entertainment, Sports, and Media Occupations</b>					
27-1024	Graphic Designers	496	497	1	26	27
27-3091	Interpreters and Translators	214	224	10	10	20

SOC Code	Occupational Title	2008 Employment	2010 Projection	Total Growth	Replacements	Total Openings
<b>29-0000</b>	<b>Healthcare Practitioners and Technical Occupations</b>					
29-1031	Dietitians and Nutritionists	123	127	4	6	10
29-1111	Registered Nurses	5,192	5,434	242	139	381
29-1122	Occupational Therapists	198	208	10	5	15
29-1123	Physical Therapists	279	294	15	5	20
29-1126	Respiratory Therapists	198	207	9	6	15
29-2011	Medical and Clinical Laboratory Technologists	273	286	13	7	20
29-2021	Dental Hygienists	572	603	31	19	50
29-2034	Radiologic Technologists and Technicians	419	431	12	9	21
29-2041	Emergency Medical Technicians and Paramedics	528	549	21	10	31
29-2052	Pharmacy Technicians	483	512	29	27	56
29-2055	Surgical Technologists	214	224	10	12	22
29-2061	Licensed Practical and Licensed Vocational Nurses	1,352	1,402	50	69	119
29-2071	Medical Records and Health Information Technicians	374	389	15	18	33
<b>31-0000</b>	<b>Healthcare Support Occupations</b>					
31-1011	Home Health Aides	1,223	1,320	97	18	115
31-2011	Occupational Therapist Assistants	74	80	6	2	8
31-2021	Physical Therapist Assistants	128	136	8	2	10
31-9091	Dental Assistants	602	633	31	19	50
31-9092	Medical Assistants	958	1,017	59	21	80
31-9094	Medical Transcriptionists	263	268	5	6	11
<b>33-0000</b>	<b>Protective Service Occupations</b>					
33-2011	Fire Fighters	589	611	22	41	63
33-3012	Correctional Officers and Jailers	369	382	13	15	28
33-3051	Police and Sheriff's Patrol Officers	1,067	1,104	37	53	90
<b>35-0000</b>	<b>Food Preparation and Serving Related Occupations</b>					
35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	1,584	1,624	40	20	60
<b>39-0000</b>	<b>Personal Care and Service Occupations</b>					
39-9011	Child Care Workers	1,288	1,319	31	79	110
39-9021	Personal and Home Care Aides	1,380	1,470	90	44	134
39-9032	Recreation Workers	490	500	10	19	29
<b>41-0000</b>	<b>Sales and Related Occupations</b>					
41-1011	First-Line Supervisors/Managers of Retail Sales Workers	3,502	3,500	-2	139	139
41-3021	Insurance Sales Agents	504	521	17	20	37
41-3031	Securities, Commodities, and Financial Services Sales Agents	469	473	4	23	27
41-4012	Sales Representatives, Wholesale and Manufacturing	5,094	5,043	-51	212	212
<b>43-0000</b>	<b>Office and Administrative Support Occupations</b>					
43-3011	Bill and Account Collectors	538	555	17	15	32
43-3031	Bookkeeping, Accounting, and Auditing Clerks	4,451	4,472	21	125	146
43-3051	Payroll and Timekeeping Clerks	394	384	-10	19	19
43-4051	Customer Service Representatives	3,524	3,613	89	195	284
43-4151	Order Clerks	551	504	-47	23	23
43-4171	Receptionists and Information Clerks	2,608	2,654	46	141	187
43-5032	Dispatchers, Except Police, Fire, and Ambulance	331	331	0	16	16
43-5061	Production, Planning, and Expediting Clerks	800	787	-13	42	42
43-5071	Shipping, Receiving, and Traffic Clerks	3,221	3,147	-74	147	147
43-5081	Stock Clerks and Order Fillers	4,363	4,220	-143	249	249
43-6011	Executive Secretaries and Administrative Assistants	3,957	4,019	62	110	172
<b>47-0000</b>	<b>Construction and Extraction Occupations</b>					
47-1011	First-Line Supervisors/Managers of Construction Trades and Extraction Workers	950	947	-3	21	21
47-2031	Carpenters	4,246	4,166	-80	100	100
47-2051	Cement Masons and Concrete Finishers	492	494	2	28	30
47-2073	Operating Engineers and Other Construction Equipment Operators	743	754	11	26	37
47-2111	Electricians	1,331	1,311	-20	65	65
47-2141	Painters, Construction and Maintenance	571	574	3	19	22
47-2152	Plumbers, Pipefitters, and Steamfitters	1,068	1,064	-4	41	41
47-2211	Sheet Metal Workers	375	370	-5	17	17
47-4051	Highway Maintenance Workers	388	400	12	13	25

SOC Code	Occupational Title	2008 Employment	2010 Projection	Total Growth	Replacements	Total Openings
<b>49-0000</b>	<b>Installation, Maintenance, and Repair Occupations</b>					
49-1011	First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	1,097	1,093	-4	45	45
49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers	396	397	1	18	19
49-3021	Automotive Body and Related Repairers	435	440	5	20	25
49-3023	Automotive Service Technicians and Mechanics	1,494	1,517	23	56	79
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	636	639	3	25	28
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	418	420	2	13	15
49-9041	Industrial Machinery Mechanics	984	973	-11	27	27
49-9044	Millwrights	243	241	-2	5	5
49-9062	Medical Equipment Repairers	199	202	3	11	14
<b>51-0000</b>	<b>Production Occupations</b>					
51-1011	First-Line Supervisors/Managers of Production and Operating Workers	4,548	4,419	-129	130	130
51-2041	Structural Metal Fabricators and Fitters	1,388	1,365	-23	47	47
51-2092	Team Assemblers	18,096	17,384	-712	714	714
51-4011	Computer-Controlled Machine Tool Operators, Metal and Plastic	1,502	1,518	16	26	42
51-4021	Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic	895	874	-21	46	46
51-4031	Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	2,984	2,873	-111	138	138
51-4032	Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic	586	550	-36	22	22
51-4041	Machinists	2,269	2,275	6	58	64
51-4111	Tool and Die Makers	837	818	-19	19	19
51-4121	Welders, Cutters, Solderers, and Brazers	2,624	2,599	-25	103	103
51-5023	Printing Machine Operators	624	633	9	25	34
51-7011	Cabinetmakers and Bench Carpenters	687	649	-38	43	43
51-7042	Woodworking Machine Setters, Operators, and Tenders, Except Sawing	904	851	-53	45	45
51-9032	Cutting and Slicing Machine Setters, Operators, and Tenders	889	891	2	23	25
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	3,086	2,981	-105	77	77
51-9081	Dental Laboratory Technicians	170	180	10	6	16
51-9111	Packaging and Filling Machine Operators and Tenders	1,369	1,368	-1	47	47
<b>53-0000</b>	<b>Transportation and Material Moving Occupations</b>					
53-1031	First-Line Supervisors/Managers of Transportation and Material-Moving Operators	593	600	7	22	29
53-3022	Bus Drivers, School	1,093	1,113	20	24	44
53-3031	Driver/Sales Workers	936	923	-13	30	30
53-3032	Truck Drivers, Heavy and Tractor-Trailer	4,353	4,380	27	141	168
53-3033	Truck Drivers, Light or Delivery Services	2,329	2,330	1	75	76
53-7051	Industrial Truck and Tractor Operators	2,070	1,977	-93	100	100
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	6,143	6,005	-138	422	422

Hoosier

Hot

50

Jobs

**Economic Growth Region 2**

Elkhart, Fulton, Kosciusko, Marshall, and St. Joseph Counties

Rank	Job Title	2006	2016	Annual Jobs	Annual Growth	Area Wage
1	Network Systems and Data Communications Analysts	359	557	27	5.5%	\$65,839
2	Dental Hygienists	565	689	23	2.2%	\$59,355
3	Registered Nurses	5,089	6,412	216	2.6%	\$50,429
4	Computer Software Engineers, Applications	390	530	20	3.6%	\$55,176
5	Computer Systems Analysts	556	695	29	2.5%	\$68,764
6	Biomedical Engineers	261	345	14	3.2%	\$72,401
7	Industrial Engineers	947	1,158	44	2.2%	\$59,301
8	Dental Assistants	594	722	23	2.2%	\$33,855
9	Postsecondary Teachers	2,724	3,405	114	2.5%	\$53,630
10	Medical and Health Services Managers	606	718	23	1.8%	\$66,178
11	Physical Therapists	272	343	10	2.6%	\$73,501
12	Physicians and Surgeons	1,186	1,333	36	1.2%	\$142,223
13	Management Analysts	442	538	17	2.2%	\$73,402
14	Licensed Practical and Licensed Vocational Nurses	1,304	1,467	52	1.3%	\$37,088
15	Sales Representatives, Services, All Other	745	894	32	2.0%	\$39,781
16	Accountants and Auditors	2,106	2,289	55	0.9%	\$51,263
17	Fire Fighters	595	692	31	1.6%	\$36,640
18	Customer Service Representatives	3,619	4,127	152	1.4%	\$30,810
19	Elementary School Teachers, Except Special Education	2,865	3,294	106	1.5%	\$45,160
20	Police and Sheriff's Patrol Officers	1,079	1,190	40	1.0%	\$43,342
21	Executive Secretaries and Administrative Assistants	3,953	4,295	97	0.9%	\$33,046
22	Automotive Service Technicians and Mechanics	1,480	1,628	45	1.0%	\$32,735
23	Truck Drivers, Heavy and Tractor-Trailer	4,599	4,963	118	0.8%	\$35,282
24	Computer-Controlled Machine Tool Operators, Metal and Plastic	1,547	1,700	34	1.0%	\$35,356
25	Middle School Teachers, Except Special and Vocational Education	1,217	1,370	42	1.3%	\$46,024
26	Social Workers	1,015	1,159	36	1.4%	\$33,719
27	Managers, All Other	1,208	1,278	31	0.6%	\$57,322
28	Secondary School Teachers, Except Special and Vocational Education	2,179	2,331	80	0.7%	\$43,945
29	Computer Support Specialists	915	992	36	0.8%	\$33,615
30	Bus Drivers, School	993	1,070	21	0.8%	\$31,168
31	Occupational Therapists	191	240	8	2.6%	\$63,310
32	Medical and Clinical Laboratory Technologists	270	325	10	2.0%	\$47,388
33	Lawyers	694	735	17	0.6%	\$62,194
34	Business Operations Specialists, All Other	534	632	16	1.8%	\$42,171
35	Special Education Teachers, Preschool, Kindergarten, and Elementary School	274	330	12	2.0%	\$44,404
36	Insurance Sales Agents	500	528	14	0.6%	\$46,330
37	Surgical Technologists	213	274	13	2.9%	\$37,670
38	Network and Computer Systems Administrators	392	458	16	1.7%	\$56,711
39	Education Administrators, Elementary and Secondary School	394	431	15	0.9%	\$77,291
40	Respiratory Therapists	193	245	8	2.7%	\$49,012
41	Radiologic Technologists and Technicians	410	472	12	1.5%	\$48,242
42	Physical Therapist Assistants	125	164	6	3.1%	\$41,666
43	First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators	615	661	17	0.7%	\$50,674
44	Medical Scientists, Except Epidemiologists	160	189	8	1.8%	\$57,818
45	Pharmacists	404	443	11	1.0%	\$96,554
46	Physician Assistants	67	82	2	2.2%	\$72,179
47	Operating Engineers and Other Construction Equipment Operators	846	869	19	0.3%	\$43,302
48	Machinists	2,349	2,405	42	0.2%	\$35,224
49	Food Service Managers	749	771	20	0.3%	\$44,638
50	Food Batchmakers	296	347	13	1.7%	\$29,925

Source: Indiana Department of Workforce Development  
Rankings based on projected employment growth, total job openings and wage factors within the Economic Growth Region

2006 and 2016 Employment, expected job openings ("Annual Jobs") and growth rates ("Annual Growth %") are data according to 2006-2016 Occupational Projections produced by the Economic and Market Analysis group of the Indiana Department of Workforce Development

Area Wages are 2007 Median Wages from the Occupational Employment Statistics program (OES), produced by the Indiana Department of Workforce Development.

# Hoosier Hot 50: Sorted by Cluster then Rank / Region 2

Rank	Job Title	Annual Growth	Area Wage	Cluster	Sub-Cluster
13	Management Analysts	2.2%	\$ 73,402.00	Business	Management
15	Sales Representatives, Services, All Other	2.0%	\$ 39,781.00	Business	Sales
16	Accountants and Auditors	0.9%	\$ 51,263.00	Business	Financial
18	Customer Service Representatives	1.4%	\$ 30,810.00	Business	Administrative
21	Executive Secretaries and Administrative Assistants	0.9%	\$ 33,046.00	Business	Administrative
22	Automotive Service Technicians and Mechanics	1.0%	\$ 32,735.00	Business	Automotive
23	Truck Drivers, Heavy and Tractor-Trailer	0.8%	\$ 35,282.00	Business	Trucking
24	Computer-Controlled Machine Tool Operators, Metal and Plastic	1.0%	\$ 35,356.00	Business	Machining
27	Managers, All Other	0.6%	\$ 57,322.00	Business	Management
34	Business Operations Specialists, All Other	1.8%	\$ 42,171.00	Business	Management
36	Insurance Sales Agents	0.6%	\$ 46,330.00	Business	Sales
43	1st-Line Supervisors/Managers/ Transportation and Material-Moving and Vehicle Operators	0.7%	\$ 50,674.00	Business	Trucking
47	Operating Engineers and Other Construction Equipment Operators	0.3%	\$ 43,302.00	Business	Construction
48	Machinists	0.2%	\$ 35,224.00	Business	Machining
49	Food Service Managers	0.3%	\$ 44,638.00	Business	Restaurant
50	Food Batchmakers	1.7%	\$ 29,925.00	Business	Restaurant

1	Network Systems and Data Communications Analysis	5.5%	\$ 65,839.00	Computer	Systems
4	Computer Software Engineers, Applications	3.6%	\$ 55,176.00	Computer	Applications
5	Computer Systems Analysts	2.5%	\$ 68,764.00	Computer	Systems
29	Computer Support Specialists	0.8%	\$ 33,615.00	Computer	Systems
38	Network and Computer Systems Administrators	1.7%	\$ 56,711.00	Computer	Systems

9	Postsecondary Teachers	2.5%	\$ 53,630.00	Education	Education
19	Elementary School Teachers, Except Special Education	1.5%	\$ 45,160.00	Education	Education
25	Middle School Teachers, Except Special and Vocational Education	1.3%	\$ 46,024.00	Education	Education
28	Secondary School Teachers, Except Special and Vocational Education	0.7%	\$ 43,945.00	Education	Education
35	Special Education Teachers, Preschool, Kindergarten, Elementary School	2.0%	\$ 44,404.00	Education	Education
39	Education Administrators, Elementary and Secondary School	0.9%	\$ 77,291.00	Education	Management

6	Biomedical Engineers	3.2%	\$ 72,401.00	Engineers	Science
7	Industrial Engineers	2.2%	\$ 59,301.00	Engineers	Industrial

2	Dental Hygienists	2.2%	\$ 59,355.00	Medical	Dental
3	Registered Nurses	2.6%	\$ 50,429.00	Medical	Physical
8	Dental Assistants	2.2%	\$ 33,855.00	Medical	Dental
10	Medical and Health Services Managers	1.8%	\$ 66,178.00	Medical	Management
11	Physical Therapists	2.6%	\$ 73,501.00	Medical	Physical
12	Physicians and Surgeons	1.2%	\$ 142,223.00	Medical	Physical
14	Licensed Practical and Licensed Vocational Nurses	1.3%	\$ 37,088.00	Medical	Physical
26	Social Workers	1.4%	\$ 33,719.00	Medical	Mental
31	Occupational Therapists	2.6%	\$ 63,310.00	Medical	Physical
32	Medical and Clinical Laboratory Technologists	2.0%	\$ 47,388.00	Medical	Science
37	Surgical Technologists	2.9%	\$ 37,670.00	Medical	Science
40	Respiratory Therapists	2.7%	\$ 49,012.00	Medical	Physical
41	Radiologic Technologists and Technicians	1.5%	\$ 48,242.00	Medical	Science
42	Physical Therapist Assistants	3.1%	\$ 41,666.00	Medical	Physical
44	Medical Scientists, Except Epidemiologists	1.8%	\$ 57,818.00	Medical	Science
45	Pharmacists	1.0%	\$ 96,554.00	Medical	Science
46	Physician Assistants	2.2%	\$ 72,179.00	Medical	Physical

17	Fire Fighters	1.6%	\$ 36,640.00	Public Service	Fire
20	Police and Sheriff's Patrol Officers	1.0%	\$ 43,342.00	Public Service	Police
30	Bus Drivers, School	0.8%	\$ 31,168.00	Public Service	Education
33	Lawyers	0.6%	\$ 62,194.00	Public Service	Law



Occupational

Outlook

(DOL)

Anticipated

Growth

According to the Occupational Outlook Handbook (OOH) from the Department of Labor, this is the percentage of change in employment in occupations expected to grow fastest between 2006 and 2016:

- 50+% - Network Systems and Data Communications Analysts
- 50% - Personal and Home Care Aides
- 48% - Home Health Aides
- 45% - Computer Software Engineers, applications
- 40% - Veterinary Technologists and Technicians
- 40% - Personal Finance Advisors
- 40% - Makeup Artists, Theatrical, and Performance
- 35% - Medical Assistants
- 35% - Veterinarians
- 34% - Substance Abuse and Behavioral Disorder Counselors
- 34% - Skin Care Specialists
- 34% - Financial Analysts
- 34% - Social and Human Service Assistants
- 34% - Gaming Surveillance Officers and Gaming Investigators
- 33% - Physical Therapist Assistants
- 32% - Pharmacy Technicians
- 31% - Forensic Science Technicians
- 30% - Dental Hygienists
- 30% - Mental Health Counselors
- 30% - Mental Health and Substance Abuse Social Workers

Farming, fishing, forestry, and production occupations are expected to decline by 5% or more.

Occupations with the largest numerical increases in employment, projected 2006 – 2016:

- 60+% - Registered Nurses
- 58% - Retail Salespersons
- 57% - Customer Service representatives
- 46% - Combined food preparation and serving workers, including fast food
- 40% - Office Clerks, General
- 38% - Personal and Home Care Aides
- 38% - Home Health Aides
- 37% - Postsecondary Teachers
- 35% - Janitors and Cleaners, except Maids and Housekeeping Cleaners
- 30% - Nursing Aides, Orderlies, and Attendants
- 30% - Bookkeeping, Accounting, and Auditing Clerks
- 30% - Waiters and Waitresses
- 29% - Child Care Workers
- 29% - Executive Secretaries and Administrative Assistants
- 28% - Computer Software Engineers, Applications
- 25% - Accountants and Auditors
- 23% - Landscaping and Grounds-keeping Workers
- 22% - Business Operations Specialists, All Other

- 21% - Elementary School Teachers, Except Special Education
- 20% - Receptionists and Information Clerks

Occupations with the Largest Numerical Decreases in Employment, projected 2006 – 2016, ranging from 150% decrease to 30% decrease:

- Stock Clerks and Order Fillers
- Cashiers, Except Gaming
- Packers and Packagers, Hand
- File Clerks
- Farmers and Ranchers
- Order Clerks
- Sewing Machine Operators
- Electrical and Electronic Equipment Assemblers
- Cutting, Punching, and Press machine Operators and Tenders, Metal and Plastic
- Telemarketers
- Inspectors, Testers, Sorters, Samplers, and Weighers
- First-line Supervisors/Managers of Production and Operating Workers
- Computer Operators
- Information and Record Clerks, All Other
- Office and Administrative Support Workers, All Other
- All Other Assemblers and Fabricators
- Photographic Processing Machine Operators
- Driver/Sales Workers
- Machine Feeders and Off-bearers
- Packaging and Filling Machine Operators and Tenders

# Careers Of The Future

## The Daily Galaxy - Great Discoveries Channel -Your Daily Dose of Awe: Science, Space, Tech

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August 11, 2008

### Future 'Top 10' Hot Careers in 2012: Space Tourism to Genetic Counseling



In our information-rich society there is an ever increasing demand for workers in the fields of computers, health care, science and space technology—much of it driven by the demands of the retiring baby boomers. If you like to plan ahead, here is sampling of some of the jobs that will be hot in the next several years and beyond.

#### 1) Organic food Industry

By 2010, organic food and beverage will represent about 10 percent of the total market — a tenfold increase from 1998. Bob Scowcroft, executive director of the Organic Farming Research Foundation says the industry will soon need more organic food producers, certification experts, retailers and scientists as organic becomes mainstream.

Qualifications: Organic food expertise in farming, business or science.

Salary range: \$50,000 to \$80,000

#### 2) Computational Biology

There is a growing need to combine computer science, biology and math to make sense of research data in massive quantities, says Leroy Hood, co-founder of the Institute for Systems Biology. This field may eventually allow physicians to test for a patient's unique genetic markers and tailor the best treatments and medicine for that patient.

Qualifications: A bachelor's degree or higher in bioinformatics, computer science, mathematics, biology or related area; strong software engineering skills.

Salary: \$106,000 to \$118,000

#### 3) Parallel Programming

By 2012, computers will jump from core duo processors to multi-core processors — as many as 80 processors per machine — packing supercomputer power into desktops, said Jerry Bautista, co-director of Intel's Tera-scale Computing Research

Program. The different cores can work in parallel, like a symphony's instruments, cracking complex problems, building lifelike models and anticipating its users' needs, all at breathtaking speed. Parallel programmers who can keep the 'symphony' in tune will be in high demand.

Qualifications: A bachelor's degree or higher in computer science or relevant field, non-linear thinking and creativity.

Salary: \$79,000 to \$88,000

#### **4) Data Technology**

In 2012, radio frequency ID chips, video cameras, computers and sensors will generate incredible amounts of information. Data technologists build structures—real and virtual—that turn the pile of data into something meaningful and beautiful, says Eric Rodenbeck, founder and creative director at Stamen Design.

Qualifications: Experience in virtual environments, imaging and visualization, technical skills, willingness to learn new tools and imagination.

Salary: \$90,000 to \$102,000

#### **5) Simulation Engineering**

By 2012, an increase in processing power and rich data will make simulations more realistic, and user-friendly. Simulation engineers will be working on bringing us closer to "Star Trek's" Holodecks—the ultimate total immersion simulation. Simulations will be in every industry and every engineering field, said Frieder Seible, dean of the Jacobs School of Engineering at the University of California-San Diego. Businesses will test products and product releases and forecast markets. Engineers will test designs, from bridges to skyscrapers, by examining lifesize projections. Historians will be able to recreate the past, like ancient Rome or the moon landing.

Qualifications: A bachelor's degree in computer science, engineering, math, physics or relevant field; analytical skills; and interpersonal skills.

Salary: \$91,000 to \$114,000

#### **6) Boomer Caregiving**

This job may not sound as exciting as some, but it will certainly be in demand. Most retiring baby boomers want to remain in their homes for the rest of their lives, accord to the AARP. To accomplish that, they will need help with errands, chores and home care. From 2004 to 2014, home health aide will be the fastest-growing career, with 56 percent growth and about 350,000 new openings, according to the U.S. Department of Labor.

Qualifications: Short-term training, people skills and compassion.

Salary: \$23,000 to \$25,000 (sometimes includes free housing in the clients' home and other perks)

#### **7) Genetic Counseling**

Doctors will be able to test for dozens of genetic markers and predict when a person will likely experience a genetically based condition. With more tests and treatments available, genetic counselors will be needed to help individuals and families make decisions about genetic technologies as it applies to science and personal beliefs. Today, about 2,000 counselors are recognized by the American Board of Genetic Counseling.

Qualifications: A master's degree in genetic counseling, critical thinking skills and communication skills.

Salary: \$58,000 to \$64,000

#### **8) Brain Analysts**

Using increasingly advanced brain imaging tools, neuroscientists will determine how people feel and react or what they're capable of, said Terry Sejnowski, a professor at the Salk Institute of Biological Studies and head of its Computational Neurobiology Laboratory. People could detect deception, diagnose mental illness, identify intellectual strengths and collect accurate market research and even get help picking careers best suited to their brains.

Qualifications: A bachelor's degree in neuroscience, experience in health care and people skills.

Salary: \$180,000 to \$229,000

**9) Space Tourism**

While this one may sound far-fetched, the entire industry of space tourism is poised to “take off”. There are already 200 reservations for space flights. Space Adventures plans on hiring about 10 space tour guides to start, said spokeswoman Stacey Tearne said. The world’s first space hotel is also set to open in 2012, which could be the beginning of a whole new sector of jobs which will require the merging of space smarts with great hospitality.

Qualifications: A bachelor’s degree in aerospace engineering or a relevant field, a love for sky-high adventure and a strong belief in the benefits of human space exploration.

Salary range: \$80,000 to \$90,000

**10) Roboticists**

In a way, robots have already taken over the world. The components, processors and sensors for robots are getting cheaper every quarter, said Paul Saffo, a technology forecaster. Hundreds of new applications for robots are already being developed. Robots already work in research laboratories, factories, hospitals, daycares and housekeeping, and the trend is only expected to grow as the field progresses.

Qualifications: Experience in computer science, engineering and electronics and a love of tinkering.

Salary: \$80,000 to \$90,000

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**Comments**

In the yeeaaaarr twoooo thouuusaaaaaand.... (twelve)...

Posted by: Quiet Dissenter | [August 11, 2008 at 07:59 AM](#)

I'd also add "AI wrangler" (for when the Singularity happens).

Posted by: bigwinner | [August 11, 2008 at 05:06 PM](#)

Well, it's interesting the way in the articles in different mags that the organic food will take all the marbles again the genetic altered food. I'm not for the genetic altered food but I think it will be equally important the market as the organic food.

Posted by: jer35mx | [August 13, 2008 at 10:02 AM](#)

According to the Mayna calendar, isn't the world supposed to 'end' in 2012?

M

- Futurist.com: Futurist Speaker Glen Hiemstra - <http://www.futurist.com> -

## Top 10 Future Careers

Posted By [taijwant](#) On September 18, 2006 @ 2:57 am In [Uncategorized](#) | [No Comments](#)

By [Glen Hiemstra](#) <sup>[1]</sup>, 2001

There are many sources that forecast job growth in the future, most notably the U.S. Bureau of Labor Statistics, which does a regular forecast of the top jobs of the next decade as determined by percentage growth rate in the number of jobs, and total number of new jobs. If you look at a [recent version of this report](#) <sup>[2]</sup> you see that, as for about the last decade, the top job growth is expected to come in fields related to computer technology or health care services. This is a fairly conventional view however, and while accurate, may not fully grasp the shift in the nature of work we may see in the next couple of decades.

Less conventional views, which are less accurate but interesting, can be found in annual publications such as Time Magazine. Recently they summarized the jobs that were going to be out, and those that would be in. The "in" list is designed to tickle the imagination, but actually seems farsighted. The "out list," contributed by Tom Peters, seems off-base in several ways. CEO's are assumed to be out because organizations are too complicated for one person to lead... we'll see about that. Fathers are out because artificial means of reproduction will make them unnecessary...maybe in a few isolated cases. Teachers out because they will be replaced by technology...assisted yes, but not replaced, and in fact we'll see more teachers.

### OUT

- Stockbrokers, Auto Dealers, Mail Carriers, Insurance & Real Estate Agents
- Teachers
- Printers
- Stenographers
- CEO's
- Orthodontists
- Prison Guards
- Truckers
- Housekeepers
- Fathers

### IN

- issue Engineers
- Gene Programmers
- Pharmers
- Frankenfood Monitors
- Data Miners
- Hot-Line Handymen
- Virtual Reality Actors
- Narrowcasters
- Turing Testers
- Knowledge Engineers

What do you think? See [Time Magazine](#) <sup>[3]</sup> on-line for a full definition of the jobs they see as "in".

Another interesting speculation on jobs that would be in and out can be found in Michio Kaku's



book, *Visions*. In his view it is unlikely that we will crack the "common sense" test in artificial intelligence any time soon, and thus there will be lots of work for people involving the use of common sense, as well as advanced scientific and creative thought.

## **OUT – Repetitive, inventory tracking, middlemen.**

- Insurance Sales
- Investment bankers, brokers
- Travel agents
- Car dealers
- Video store clerks
- Printers
- Newspaper production and delivery (but not news production and delivery)

## **IN – Creative work requiring lots of common sense and working with people.**

- Entertainment – Writers, performers, actors
- Software
- Science and Technology
- Services – Chauffeurs, maids, personal trainers & assistants, police, lawyers, teachers, tutors, tour guides, hotel personnel, yard workers, etc.
- Skilled & Craft – Construction, repair, sanitation, highway crews, park service, teachers.
- Information services – Infrastructure construction & repair, fiber, cable, satellites, etc.
- Medical, Healthcare & Biotechnology – Low to high skilled

Kaku's view seems reasonable, but bear in mind that the jobs on the "out" list may persist for a few more generations.

In my own view growth jobs of the near future will be clustered in three broad areas:

### **Developing and using technology**

This applies to technology of all kinds but especially applies to communications and computing technology, biotechnology, and nanotechnology. Additional areas will be energy technology and transportation.

### **Respond to fundamental demographic shifts**

The huge youth population of the current decade, the tidal wave of elders coming especially after 2010, and the impacts of migration around the world all create the need for work in a variety of fields, from teaching to tourism, from job training to elder care.

### **Help society's organizations adapt**

The pace of change that organizations face is increasingly clear. Both internal and external jobs in fields like communications, counseling, consulting, and training will grow, as will the shear application of change skills within the context of regular jobs in management and elsewhere.

*Glen Hiemstra is a futurist speaker, author, consultant, blogger, internet video host and Founder of Futurist.com. To arrange for a speech [contact Futurist.com](http://www.futurist.com) <sup>[4]</sup>.*

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[1] Glen Hiemstra: <http://www.futurist.com/contributingwriters/#glen>

[2] recent version of this report: <http://www.bls.gov/news.release/ooh.t01.htm>

[3] Time Magazine: [http://www.time.com/time/reports/v21/work/mag\\_ten\\_hottest\\_jobs.html](http://www.time.com/time/reports/v21/work/mag_ten_hottest_jobs.html)

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<a href="#">Solar Installer</a>	\$25,000 - \$70,000

Tags: <u>construction</u> , <u>solar installation</u> , <u>solar panels</u> <u>Property Manager</u>	< \$20,000 - \$100,000
Tags: <u>cash management</u> , <u>property management</u> <u>Home Stager</u>	\$30,000 - \$70,000
Tags: <u>home decorator</u> , <u>self employed</u> <u>Construction Superintendent</u>	\$45,000 - \$140,000
Tags: <u>construction</u> , <u>inspection</u> <u>Building Inspector</u>	\$30,000 - \$80,000
Tags: <u>construction</u> , <u>inspection</u> <u>Line Install &amp; Repair Technician</u>	\$30,000 - \$65,000
Tags: <u>lineman</u> , <u>linesman</u> , <u>technology</u> <u>Real Estate Appraiser</u>	\$25,000 - \$85,000
Tags: <u>appraisal</u> , <u>home appraisal</u> , <u>inspection</u> <u>Claims Examiner</u>	\$35,000 - \$85,000
Tags: <u>insurance jobs</u> , <u>investigation</u> <u>Insurance Appraiser</u>	\$35,000 - \$75,000
Tags: <u>inspection</u> , <u>investigation</u> <u>Claims Adjuster</u>	\$35,000 - \$80,000
Tags: <u>claims adjuster jobs</u> , <u>inspection</u> , <u>insurance claims</u> <u>Claims Investigator</u>	\$35,000 - \$85,000
Tags: <u>adjuster jobs</u> , <u>insurance fraud</u> , <u>investigation</u> <u>Cytotechnologist</u>	\$35,000 - \$75,000
Tags: <u>hospital</u> , <u>lab setting</u> <u>Cost Estimator</u>	\$35,000 - \$95,000
Tags: <u>construction</u> , <u>cost estimating</u> <u>Computer Hardware Engineer</u>	\$60,000 - \$150,000
Tags: <u>computer engineering</u> , <u>computer jobs</u> , <u>technology</u> <u>Airframe Mechanic</u>	\$30,000 - \$70,000
Tags: <u>aircraft maintenance</u> , <u>inspection</u> , <u>jobs mechanic</u> <u>Aircraft Power Plant Mechanic</u>	\$30,000 - \$70,000
Tags: <u>aircraft maintenance</u> , <u>inspection</u> , <u>mechanic jobs</u> <u>Aircraft Mechanic</u>	\$35,000 - \$70,000
Tags: <u>aircraft maintenance</u> , <u>inspection</u> , <u>mechanic jobs</u> <u>Social &amp; Human Services Assistant</u>	< \$20,000 - \$45,000

Tags: <a href="#">doctors office</a> , <a href="#">elderly care</a> , <a href="#">hospital</a> <a href="#">Medical Technician</a>	\$25,000 - \$50,000
Tags: <a href="#">doctors office</a> , <a href="#">hospital</a> , <a href="#">lab setting</a> <a href="#">Ultrasound Technician</a>	\$45,000 - \$85,000
Tags: <a href="#">hospital</a> , <a href="#">ultrasound technician careers</a> <a href="#">Hydrologist</a>	\$45,000 - \$100,000
Tags: <a href="#">construction</a> , <a href="#">geology</a> <a href="#">Environmental Scientist</a>	\$35,000 - \$100,000
Tags: <a href="#">environmental studies</a> , <a href="#">lab setting</a> <a href="#">Dental Laboratory Technician</a>	\$20,000 - \$60,000
Tags: <a href="#">dental</a> , <a href="#">dental office</a> <a href="#">Community Dietician</a>	\$30,000 - \$70,000
Tags: <a href="#">hospital</a> , <a href="#">nutritionist</a> <a href="#">Camera Operator &amp; Editor</a>	\$20,000 - \$90,000
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## Best Careers for the Future - what is the best future job career?

Many websites will try to tell you which careers offer the best prospects for the future. Their choices are usually based on percentage growth statistics for recent years, which are a clear indicator of where the numbers of jobs are increasing.

However, this does not reflect other concerns such as which careers pay best, which jobs are easiest to obtain, which need the longest periods of undergraduate and postgraduate study, and so on. Despite this, some general trends hold true on a general level.

## Future career trends

It is no surprise that one of the fastest growing areas of employment in recent years relates to **computer technology**. Technological advance and the continued integration of IT and digital communications into the workplace throughout the private, public and voluntary sectors ensures that this trend will continue for some time. Systems analysts, designers and developers, computer programmers, web developers, consultants and information managers reflect the range of these career areas. Hardware engineers are also needed, working in infrastructure construction and repair, fibre, cable, satellites, etc.

Another guaranteed growth area is the **healthcare sector**. The increasing number of healthcare jobs is directly attributable to the growing age of the population – people are living longer so there are more people in the older age groups – and the expansion of treatments available for medical conditions, whether delivered in the primary healthcare sector or within hospitals. Consequently, there is also an expansion in the number of administrative and support roles needing to be filled.

Other careers deemed to be 'hot' future career prospects relate to areas of scientific advance, and in particular the "bio" sciences, such as **biotechnology**. Tissue engineers and gene programmers have been highlighted, but all skill levels are included – as companies grow, so does their administration infrastructure. Other new scientific areas include **nanotechnology** and **energy technology**.

Demographic changes are leading to other needs in addition to healthcare. **Teaching and tourism, training and development, and care of the elderly** are all areas where openings are set to increase, as are **financial advisors**.

Services that already exist will grow further as the population ages. Standard professions include the **legal sector, police, teachers, tutors**, etc. Meanwhile, there is a general return amongst certain income sectors of paying for **domestic support** with the services of maids and cleaners, drivers, etc. This is increasingly common as the higher divorce levels yield more one-parent families.

New services are developing that are opening out into recognized career fields. Many of these are provided directly to the consumer. **Counselling** and various **complementary therapies** are obvious examples, as well as **physical training instructors** and **coaches**.

## Graduates: What is the best career for the future?

Unsurprisingly, growing numbers of openings for graduates exist in the areas identified above. **IT careers** include network systems and data communications analysts, software engineers, network and computer systems administrators, and database administrators.

**Healthcare careers** include physician assistants, physical therapists and dental hygienists. Additionally, the relatively new area of forensic science technician is also a 'hot' prospect. With additional vocational qualifications, graduates could consider entering the healthcare sector as a registered nurse, nursing aide

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or orderly, or a licensed practical or vocational nurse.

Preschool **teaching** is also a healthy employment area, as is **hairdressing** and **cosmetology**. Paralegal and legal assistant openings are also set to grow in number.

Graduate openings that currently offer most new jobs (as opposed to future career trends) are:

- Accountants and auditors.
- Applications software engineers.
- Computer systems analysts.
- Secondary school teachers.
- Systems engineers.
- Systems analysts.
- Network administrators.
- Employment and recruitment specialists.

## Declining Careers

Unsurprisingly, the technological revolution has led to a downturn in a number of work areas. Declining careers include traditional printing jobs, such as typesetting, which have been largely replaced by electronic processes. Likewise, many secretarial posts have been lost to more general personal assistant or administrator roles. Work relating to fax machines, telephone and telex operations has also declined, as so many communication tasks are now fulfilled via the PC.

The opening up of the global marketplace has also brought about a decline in certain low-skill technology jobs that are now based overseas. These declining careers include programming, customer call centres, technical support and other services that can be provided by telephone or online workers. The same is occurring with data entry and straightforward accounting or banking jobs. Much work is going to countries such as India or Taiwan, where overheads and salaries are far lower.

## Your choice of future career

Identification of future career trends is of some help when you are seeking a career direction. You now know that it will help you to look for a career that requires a high skill level but which cannot be done remotely. Therefore, you would be safest learning a skill or profession that requires your physical presence such as a nurse, physician, dental hygienist, or hair stylist. Within the IT sector, it is safe to assume that the majority of more complex jobs will stay onshore.

Ultimately, your choice of career must depend primarily on an assessment of your own skills, abilities, personal qualities, interests, availability and geographical location. This is essential if you want to be successful, no matter how good the prospects are in that area of employment.

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## Top Jobs For The Future

By

Michael T. Robinson  
CareerPlanner.com Inc

How would you feel if the job you've been doing for most of your life just moved offshore without any warning?

What if you just spent several years getting an education for a job that was no longer in high demand?

How would you like to know the secrets to choosing a satisfying career that will also be in high demand?

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By understanding the major trends that are affecting our lives, you will be able to play an active role in planning and directing your career. By understanding these trends you will have a better chance of seeing the big changes before they hit.

This look into the future will show you the careers that are expected to have high demand and some that aren't. But more importantly this article will show you the basics of "trend spotting" so that you can make your own intelligent career choices.

If you are not interested in "the how and the why" of looking into the future of careers and jobs, simply click here to jump to the list of "[Top Jobs For The Future](#)."

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### Trend Spotting

By understanding the major trends that affect jobs you will be able to make better career decisions for yourself.

Trends are like waves on the ocean. Some are very big, some are very small. Some trends last only a few years like the DOT COM trend, while others go on seemingly forever.

The trends we are interested in may be as short as a few years or as long as 20+ years. Just like waves, trends move and change everything they come in contact with. If you aren't prepared for the big wave it will wash over you, tumbling you like a toy in the ocean.

Initially, trends start off so small that most people don't notice them. Eventually trends



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build up to a crescendo. Somewhere in between they make the evening news. The trick is to spot trends just as they begin, so that you have time to take action and change your life. An even better trick would be to predict the trends before they start.

To get a feel for job trends, let's look at a few that have come and gone.

### **Technology Trends**

Probably the most prevalent trend in our time has been that of technological innovation.

Revolutions in technology continue to cause rapid, almost un-predictable changes in career demand. Changes in technology can obsolete your job causing you to be laid off, downsized, right sized, and just plain inconvenienced.

Here are a few examples of jobs which were once in great demand but are now declining or totally extinct, at least in North America and Europe:

- **Typesetting** - Has been replaced by the first Apple computers and the advent of desktop publishing. Typesetting began in the 1400's with the first printing presses. The trend away from typesetting to desktop publishing started in the early 1980's and was completed by the mid 1990's. Thousands of people had their careers upset by this trend.
- **Secretarial Dictation** - Has been replaced by individuals doing their own word processing, starting in the late 1980's as the cost of personal computers came down.
- **IBM punch card operator** - Was obsoleted along with IBM punch cards by ~1985. Prior to that, punch card data entry employed tens of thousands.
- **Telex (TWX) Operator** - Was obsoleted by the advent of the FAX machine, ~1980
- **FAX Machine Operator** - Once the cost of FAX machines came down, most people handled their own faxes rather than having an assistant do it. Finally, most but not all faxes gave way to Email. 1980 to 1995.
- **Telephone Operators** - Once a premier job, demand was reduced significantly by touch tone systems and then later by voice recognition technology.
- **Drafting Technician**- Manual drafting using pencil and ruler was replaced by Computer Aided Drafting (CAD) in the 1980's.

### **Low Tech Is Good Tech**

Not all careers need be adversely affected by technology.

These traditional businesses will see change, but not overnight obsolescence:

- Upscale jewelry stores
- Custom jewelry manufacturing
- Stores where "service" is the main feature
- Restaurants
- Movie theaters
- Movie making
- Music creation
- Delivery services
- Grocery stores
- Hair Salons
- Auto Repair
- Construction

### **Drivers Of The Trends**

Trends are about change and every change has at its core, a "driver." To predict or spot a new trend, look for these basic forms of drivers.

- The need to **save time**
- The need to **reduce cost**
- The need to do things **faster**
- The need to make things **easier to use**
- The need to improve **safety and reliability**
- The need to lessen the impact on the **environment**

### **The Automation Trend**

We have only seen the first wave of automation in our lives. The effect so far has been to eliminate jobs involving highly repetitive tasks. The net effect has been fewer "unskilled" jobs.

Automation is the result of the need to reduce cost which in turn is driven by a company's need to become more competitive, to be able to grow market share, and to generate higher earnings for investors. Automation, one of the first methods for reducing cost, had been a big trend between 1950 and 2000.

Jobs that were not easily mechanized, such as many manufacturing jobs, have already been moved to countries where the cost of labor is cheaper. Most of these jobs have been relocated to Mexico, Taiwan, India and China. Ten years from now, as the labor costs in those countries rise, the jobs may move to Africa or North Korea.

The next phase of automation will not occur in the factory, but in our homes, in our

lives, and in the information that we use.

The last wave of automation in the home was to mechanize simple repetitive tasks such as dish washing and clothes washing. Home automation is driven by the need to save time.

What are the next opportunities to save time in the home:

- Preparing meals
- Cleaning the house
- Acquiring groceries
- Helping children with homework
- Educating the children
- Ironing the clothes
- Making the bed

#### **Say Goodbye To:**

#### **Data Entry, Programming, Tech Support and Customer Service Jobs**

A new trend which became obvious in ~1998 is for entry level "knowledge worker" jobs such as programming, customer service, tech support, and accounting to be moved to countries with English speaking lower cost workers. This trend is just getting started and it could hollow out the English speaking economies of North America and Europe.

A large portion of programming, tech support, data entry, and accounting jobs can be handled remotely from countries such as India where they speak perfectly polite Queen's English, and where they have excellent educational systems. This puts many lucrative jobs at risk.

Even extremely high tech, high skill jobs such as Analog Integrated Circuit Designers have started moving offshore to India and China. Taiwan already has several home grown integrated circuit design houses. Eventually, Silicon Valley companies will no longer be willing to pay high prices for local circuit design talent, they will use talent in China and India whenever possible.

Unless the government intervenes, English speaking countries with low labor cost and well educated people will pull high paying jobs out of the United States and Europe.

What does this mean for someone just now planning their career. Proximity and creativity are the key. You really have two choices:

- Look for a career that requires a very high level of skill or creativity such as being a writer, designer, musician, inventor, marketing strategist, or film actor.
- Learn a trade or skill that requires hands on presence such as a carpenter, nurse, physician, dental hygienist, or hair stylist.

Essentially you want to pick a career that requires your physical presence and that can not easily be done remotely. Combining proximity with creativity in a career gives you added security.

Does this mean you should panic and get out of software development or any other high tech, high paying job? It depends.

The first projects to move offshore are usually the most simple, low risk projects. Adding distance and cultural differences almost always adds time and complexity to any development project. The types of projects that will stay onshore:

- Need to be done very quickly
- Are very complex
- Require lots of face to face interaction
- Are tough to define and highly ambiguous

Projects that represent low risk to management, such as making minor upgrades to a product, or copying someone else's product, will most certainly be moved offshore.

[Click here to see a list of jobs that are safe from offshoring](#)

#### **Skilled Trades Looking Very Good**

The good news is that the traditional skilled trades such as carpentry, plumbing, electrician, hair stylist, construction contractors, auto mechanics, dental hygienists look good in terms of being secure from moving offshore. The main threat will be lower cost labor coming across the Mexico / US border.

Since you can't have an auto mechanic who is located in China tune up your car in the US, these types of jobs will be secure from low cost foreign labor. Because of proximity, we strongly recommend the traditional trades. Make sure you pick the one that is right for you. [CareerPlanner.com's Career Test](#) can help you figure this out.

#### **Increased Traffic for Delivery Services**

As online retail sales continues to climb, UPS, FEDEX and the Postal Service will have to deliver more and more packages. That is good news for drivers, pilots, airplane mechanics etc.

Home delivery has been on the rise and will continue to be driven by the need to save time.

If home grocery delivery ever takes off, and it looks like it will the second time around, the demand for drivers and truck mechanics will increase even more.

This trend should continue until someone invents a Star Trek - like teleportation system or replicator system. So don't hold your breath, delivery services look very, very good for a long time to come.

#### **Entertainment and Content Creation Look Very, Very Good**

Cultural differences, and language barriers should effectively protect most of the entertainment industry from moving offshore.

Someone still needs to write the books, the screen plays, the TV shows, the music etc. Positions requiring a high level of creativity and originality should still be highly valued.

The impact of computer simulation on actors is still an unknown and does present some risk. As compute power grows over the next decade, the ability to completely and believably simulate an actor will become widely available.

Reality TV will have a minor impact on the demand for actors. Unique personalities and talented people will always catch our interests and will be in high demand, at least until we tire of them.

#### **Less Demand For Most Retail Jobs and Cashiers**

Retail store positions will decline gradually as home shopping and Internet shopping continue to grow. There will always be retail stores and retail positions, just fewer of them.

One of the more positive trends in retail was started by Walmart. Employing older, retired people to man the store floor was a brilliant move and a win-win for everyone.

Demand for cashiers will gradually decline as stores install self service scanners and checkout. Home Depot and certain grocery stores began widespread use of automated self checkout in ~2002 to 2003. There will always be cashier positions, just fewer of them.

What about stocking clerks, those folks that come in at night to load up the shelves? Same as most retail store positions. It's work that has to be done, even in the giant warehouse stores. But if you can buy it online and get it faster and cheaper, then watch out.

#### **Marketing Looks Very Good**

We think that with increased competition, companies will find they have to do a much better job of differentiating their products and services. Marketing positions should see good demand, but only for the best. Marketing is one of those fields where the mediocre don't survive.

We think Strategic Marketing will become even more critical as companies find they need new and better strategies to succeed.

#### **Lawyers**

Now would be a good time for a lawyer joke but I don't have any. There will probably always be a need for attorneys. However we think that as the public begins to understand how the cost of doing business has risen due to the influence of trial attorneys there should be some reduction in demand for that sort of lawyer. We can only hope.

We do see an increased demand for patent and intellectual property lawyers, as well as estate and tax planning lawyers. These are people who are experts in a specific field such as bio tech, tax law, copyright law, etc. They are experts first and lawyers second as opposed to ambulance chasing attorneys.

If you go into law, make sure you know how you are going to add real value.

#### **The Aging Population Trend**

The trend towards a growing older population that is living longer is already creating high demand in products and services tailored to this demographic. Home healthcare and nursing homes are just two areas to benefit.

We see healthcare as a great field for many years to come. Insurance companies, politicians and trial lawyers will unfortunately continue their negative impact on this critical field for some time. None the less, even with breakthrough medical technologies, people will continue to need healthcare workers.

One threat however is if the politicians reduce the licensing requirements for medical professionals, allowing less educated, possibly poorly trained people into this field. Healthcare needs to be high quality.

#### **The Internet Trend**

By linking everyone's home directly to manufacturers and service providers the entire infrastructure and sales channel has been changing. Anyone who makes his or her living as a middleman had better change careers or become expert at adding unique

value.

### **The Vanishing Middleman**

The middleman in many business transactions will gradually disappear largely as a result of technology and competition. With increased competition, neither the manufacturer nor the customer will be willing to pay for the added cost of the middleman unless he adds substantial value.

Who are the middlemen? Middlemen are found between the manufacturer and the end customer. Usually this is sales people and retailers. For instance, if you can purchase your car over the Internet, why go through a car salesman. If you can purchase airplane tickets over the Internet, directly from the airline, why use a travel agent.

If you must be a middleman be sure you know how to add value and how to differentiate yourself from the competition.

### **Cocooning**

The trend towards cocooning was first identified by Faith Popcorn in her book entitled "The Popcorn Effect" (see the reading list on our web site) or visit her site for some real insight into the trends affecting consumers today. <http://www.faithpopcorn.com>

Cocooning describes a phenomenon where people will want to stay inside the safety, security and comfort of their homes, their cars, their offices, and their gated communities. People are afraid to go out. This is partially due to mass media's continued effort to frighten the public by showing a constant image of danger.

Thus, people will do more from their homes. They will spend more money to make their homes comfortable and complete. Home entertainment systems, home remodeling will abound.

### **Energy Shortages**

Expect energy prices to rise, especially in the United States. This will change the infrastructure and underlying economy in many ways. With rising energy prices, all materials will cost more to produce. Recycling will be performed for economic reasons more than environmental reasons.

Expect to see more products that save energy such as solid state electronic lighting and more efficient, but more complicated home appliances.

Alternative forms of energy and energy storage will spawn new industries. Home size fuel cells will become available. Photovoltaic cells may finally become financially attractive.

Fighting over oil reserves will continue until breakthroughs in energy take place.

### **Increased Leisure Time, Sorry No**

Increased leisure time has been reported as a trend for a long, long time. We have just never seen it materialize.

Statistics show that people today are working longer hours than their parents. Thus less leisure time.

Although most people don't have more leisure time they now know that and thus value their free time more highly than ever before. This is a great opportunity to

### **A More Connected Teen and Sub Teen Generation**

Children who are now just barely old enough to use a mouse are now going on-line. Instead of watching TV these kids are playing games, getting educated and watching advertisements on the Net.

In growing up with the internet, they will be more comfortable and more adept with it than any prior generation. Statistics are showing that most students now use the internet as their sole source of research and help when doing homework and term papers. What does this say for going to the library?

The protective barrier of the home now has a crack in it where on-line marketers push their wares to the youngest generation.

### **Meals on Demand**

We are still surprised that no one has yet to come up with a good solution to this universal problem. With most mothers working full time jobs, or running their own businesses, who has time to prepare quality meals for the family. The wealthy may have maids, cooks and nanny's, but what about the other 98% of the population. You can't use pizza delivery every night of the week.

What we need is an Amazon.com for meals on demand. Delivery within one hour. Big cities have various forms of take out and delivery, but what about the suburbs. This will surely create jobs for delivery people as well as cooks and chefs.

### **Top Jobs for the Future**

Based on macro trends seen today, the careers listed below should be in relatively

high demand throughout the next 10 years.

Almost all jobs, no matter how secure, will experience ups and downs due to the economy and unexpected changes in technology. Thus there is no guarantee.

The key to survival and winning in the career game is to be the best at what you do. Even in tough times, the people who have a reputation for being the best in their field will do better than most.

The key to being the best in your field is to do the type of work that you are truly passionate about. [Click here to take the Career Test](#), that will help you discover what it is you can be the best at.

Field	Job	Outlook
Business	Marketing Managers	Up
Business	Security & Financial Service Rep	Up
Business	Internet Marketing Specialists	Up
Business	Advertising Executive	Up
Business	Buyer / Merchandiser	Up
Business	Sales Person	Up
Business	Real Estate Agent	Up
Business	Business Development Manager	Up
Business	Market Researcher	Up
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Health Care	Radiology Technician	Up
Health Care	Physical Therapist	Up
Health Care	Dental Assistant	Up
Health Care	Nurses Aide	Up
Information Technology	Computer Systems Analysts	Up

Information Technology	Computer Engineers	Up
Information Technology	WEB Specialists	Up
Information Technology	Network Support Technicians	Up
Information Technology	Java Programmer	Up
Information Technology	IT Manager	Up
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Law / Law Enforcement	Intellectual Property Attorney	Up
Services	Veterinarian	Up
Services	Social Workers	Up
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Services	Telephone Repair Technician	Up
Services	Aircraft Mechanic	Up
Services	Guidance Counselor	Up
Services	Occupational Therapist	Up
Services	Child Care Assistant	Up
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Services	Landscape Architects	Up
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