

## CAREER CONNECTIONS: CAREER DESCRIPTIONS FOR STUDENTS

<u>Careers in Advanced Manufacturing</u>	
<b><u>Accountants</u></b>	Establishes financial controls and processes to manage an organization's financial health.
<b><u>Design Engineer Technicians</u></b>	Gathers information relevant to the designs and helps to construct design and cost models.
<b><u>Human Resource Specialists</u></b>	Establishes processes to recruit, develop and retain employees within an organization.
<b><u>Quality Leads</u></b>	Establishes metrics, manages outside resources, develops test programs for quality assurances.
<b><u>Machine Operators</u></b>	Work with machinery, install, maintain and operate machinery that may be mechanically, or computer operated.
<b><u>Manufacturing Support</u></b>	Prepare production reports, coordination with other departments, prepare administrative documents.
<b><u>Production Leads</u></b>	In charge of the production process for a product, plan, organize development of product in accordance with specifications.
<b><u>Supply Chain Specialists</u></b>	Establishes processes to buy, sell and distribute goods and services across an organization.
<b><u>Warehouse Leads</u></b>	Oversees supply chain processes in distribution centers, oversee safety regulations are met.

<u>Careers in Financial Services</u>	
<b><u>Bilingual Care Specialist</u></b>	Works with customers to ensure effective communication and meeting needs via phone or in person.
<b><u>Collections Specialist</u></b>	Serves as liaison between creditors and consumers, review accounts to identify overdue payments and develop repayment plans.
<b><u>Customer Care (Bank Teller)</u></b>	Responsible for handling customer financial transactions, deposits, withdrawals, counting cash, balancing at end of day.
<b><u>Desktop Support Specialist (IT)</u></b>	IT professional who maintains computer hardware and software systems, installs new programs, provides tech support.
<b><u>Fulfillment Specialist</u></b>	Prepares items for shipment, assemble, stamp, ship merchandise, receive, unpack record incoming and transport product.
<b><u>Loan Originator</u></b>	Recommends individual or business loan applications for approval and participate in mortgage loan process.
<b><u>Loan Processor</u></b>	Collect and verify applicants' information and financial records for the loan, prepares loan documents.
<b><u>IT Operations</u></b>	Monitors IT servers, networks and computer systems for performance issues, improve systems and repair.
<b><u>Retail/Business Banker</u></b>	Works with consumers and organizations to identify and to fulfill their organizational needs, goals and interests for financial services, including cash flow management, credit, insurance, retirement planning and risk management.

<b>Careers in Government</b>	
<b><u>Code Compliance</u></b>	Work primarily in construction, building inspections, safety, structural integrity and conform to government regulations.
<b><u>Coding Technician</u></b>	Documents data in a special code format record keeping, billing and research.
<b><u>Design Technician</u></b>	Aids an engineer in data collection, experimenting and drafting reports.
<b><u>Digital Services Coordinator</u></b>	Maintain and update library websites, manage integrated library system, tech support to staff
<b><u>Engineering Technician</u></b>	Responsible for developing and testing solutions to solve technical problems in research and development, manufacturing, sales, construction, inspection and maintenance, assist engineers, inspect products, conduct tests.
<b><u>Fleet Manager</u></b>	Assist in recruitment of quality drivers into fleet, maintain detailed records of vehicle services and review vehicle operational efficiencies.
<b><u>Firefighter/Public Safety Officer</u></b>	Respond to community requests to control and to limit damage caused by fire.  Patrol assigned areas, observe and investigate suspicious behavior, enforce laws, apprehend suspects and prepare incident reports.

<b>Careers in Health Care Services</b>	
<b><u>Certified Nursing Assistants</u></b>	Provide basic care to patients, assist with daily self-care activities.
<b><u>Licensed Practical Nurse</u></b>	Works under supervision of doctors and RNs, perform duties such as taking vital signs, collecting samples, administering medications and reporting status of patients.
<b><u>Medical Assistant</u></b>	Works alongside physicians to complete administrative and clinical tasks for patient care.
<b><u>Medical Librarian</u></b>	Use database and reference materials to conduct research, with training in science, health or medicine.
<b><u>Nursing</u></b>	Treatment of sick or injured patients, offer advice and support to patients and families, and to assist doctors.
<b><u>Patient Relations Specialists</u></b>	Manage issues and provide directions to managers and employees, resolving patient relation issues and associated documentation.
<b><u>Wellness Center Manager</u></b>	Manages and administers policies and programs to promote wellness, improve health, and fitness.

## Careers in Telecommunications

### Construction Coordinator

Organize building projects, manage costs, ensure crews meet deadlines

### Data Engineer

Develops, constructs, tests and maintains architectures, large scale processing system.

### Fiber Optic Specialists

Installation, troubleshooting, maintaining fiber optic systems in businesses, homes, etc. to ensure proper functioning

### GIS Technician

Make maps and geographic information systems applications and data. Read and manipulate land data into databases.

### Media Buyer

Responsible for acquiring time slots and media space for clients, work with ad sales agents to obtain best prices.

### Project Manager

Planning and overseeing projects to ensure completed on time and within budget, monitors progress.

### Residential Sales

Engages prospective customers to sell organization's products and services.