

CAREERWISE 2021 OCCUPATIONS

As of 1.27.2021

BUSINESS OPERATIONS PATHWAY

Business Operations Associate

The Business Operations Associate contributes to the development and completion of projects that vary in size and complexity. They are responsible for executing business processes that support essential functions of the organization, ensure client deliverables, achieve organizational standards, and help solve operational issues. The Business Operations Associate position provides the opportunity to manage key business processes and gain exposure to a variety of management, sales, implementation, and marketing issues.

Digital Marketing Specialist (*coming soon*)

Digital Marketing Specialists work in online platforms to promote the company's image and products. They manage social media platforms by posting and delivering pictures and content. They work to increase the company's visibility in search engines' results and may manage digital ad campaigns. They must be fluent in online trends and in writing content that represents the brand.

Graphic Designer

A Graphic Designer combines art and technology to communicate ideas visually. Using computer software, they develop the overall layout and production design for advertisements, brochures, digital platforms, magazines, and corporate reports. They work with both text and images and play a critical role in the sales and marketing of products. Graphic Designers must have a creative flair and a strong sense of concept development. They work closely with clients, so they must be skillful relationship builders who can keep calm and steady with the fluctuating demands of their clients.

Human Resources (HR) Associate

Human Resources Associates play a key role in administering the human resources (HR) policies, procedures, and programs of the organization. As vital team members within the HR department, apprentices are involved with a variety of functions including payroll, benefits management, recruitment, hiring, onboarding, performance management, and personnel-related record keeping. HR Associates require strong emotional intelligence and must maintain high levels of professionalism and confidentiality.

Marketing Coordinator

Marketing Coordinators support the work of the marketing team in promoting a company's image and assisting with developing and implementing marketing strategies. They may create social media posts, research marketing trends, or organize events. Though tasks can vary considerably by organization, typically there is a lot of writing including writing text to be shared with potential customers or clients.

Project Coordinator

The Project Coordinator contributes to the development and completion of projects by helping to ensure that projects achieve their objective and are completed on time and on budget. They are responsible for executing individual components of a project plan and administrative tasks such as project documentation. They may liaise with clients, act as the point of contact for stakeholders or vendors, monitor progress, and coordinate activities.

Sales Coordinator

Sales Coordinators support sales representatives and coordinate sales-related activities. Although they are not responsible for selling products directly, sales coordinators play an important role in achieving sales targets by acting as an extension of the field sales force. This may include managing schedules, processing orders, filing documents, conducting research, making follow up calls, ensuring the adequacy of sales-related materials, and giving support when requested by clients. They may also act as first point of contact for urgent client needs when sales representatives are not available. This position provides a strong foundation for a lucrative career in sales.

IT PATHWAY

Cyber Security Support Technician

A Cyber Security Support Technician to protect an organization's information and data private and safe. They work with computer security programs to detect, prevent, and address potential security threats. Cyber Security Support Technicians might support with maintaining server security, firewalls, or security threat reports and may help staff members troubleshoot security issues. Successful Cyber Security Support Technicians can follow company processes and procedures as well as document the steps they took to investigate a security threat.

Database Administrator

Database Administrators use specialized software to store and organize data, so that users can securely access the information, such as customer or vendor information, that they need. Database Administrators help design, maintain, backup, and secure an organization's

databases as well as create reports requested by users. Database Administrators must have extensive knowledge of database systems and expertise in the specific software, such as Salesforce, Oracle, or MySQL, used by their organization.

IT Support Technician

IT Support Technicians maintain the computer systems and networks within an organization. They provide technical assistance to computer users, install and configure computer systems, diagnose software or hardware issues and solve technical problems. IT support technicians provide client support to internal or external customers, establish a good working relationship with clients, and explain complex information in clear terms to non-IT personnel. This job is involved in IT infrastructure and systems and may also provide assistance with servers and networks.

Data Analyst (*coming soon*)

Data Analysts help companies use data to make decisions that drive towards business goals. Data Analysts might clean raw data sets to make the data more usable. Once the data is clean, Data Analysts might choose or build a data model to present the data visually, so it's easier for others to understand and use to make decisions. Data Analytics is a growing field with a lot of demand at a variety of types of companies.

Junior Coder

Under the direction of a developer, Junior Coders are heavily involved in programming by implementing simple code or modifying established applications. They may be responsible for responding to client support requests by investigating, analyzing, debugging, and rectifying simple issues. They gather user needs to develop and maintain software solutions. They work within a team to design and complete projects.

Quality Assurance (QA) Technician

A Quality Assurance Technician is responsible for testing new software products for defects or issues. QA Technicians create and run various tests to ensure software meets all quality standards of the organization. They identify problems and work to resolve issues before the new software is complete. They generate reports and documentation and must communicate effectively with the entire development team.

UX/UI Designer (*coming soon*)

UX/UI Designers creatively design digital products, like parts of a website, that customers interact with. They also conduct research on how users interact with the elements they've designed to make a customer's digital experience pleasant and smooth. A UX/UI designer might do research to understand whether choosing a different color for a website's

background makes users stay on the website longer, or whether moving the “purchase” button to a different locations makes more users actually buy a product. UX/UI Designers also work closely with a company’s software engineering team to make sure that a user can get the data they need quickly and easily.

FINANCIAL SERVICES PATHWAY

Claims Representative

Claims Representatives work in an office environment at an insurance company. They frequently communicate with stakeholders to resolve insurance claims. They work at a fast pace to handle a high volume of claims while empathetically working with involved parties. Claims Representatives learn key skills that can translate to any job: how to efficiently solve complex problems and how to demonstrate caring customer service.

Commercial Loan Officer

Commercial Loan Officers work in financial institutions including banks, credit unions, and mortgage companies. They assist in examining financial information to determine whether an applicant should receive a loan. They research the credit history and financial assets of applicants. After assessing a loan, the Commercial Loan Officer recommends approval or disapproval of the application. Commercial Loan Officers deal primarily with business-related borrowing.

Financial Services Retail Banking

Financial Service Representatives work for banks or other financial institutions. They meet with clients to discuss financial goals and potential risks, and they will assist in selling a wide variety of financial products and services. They are responsible for providing customer service and identifying clients' needs. Financial Service Representatives assist clients with basic tasks, provide account management, and keep detailed records of financial transactions.

Insurance Underwriter

Insurance Underwriters work with clients to determine proper coverage and ensure customers understand their policy. Through a complex process, they analyze the risk profile of clients to determine whether to provide coverage and under what terms. They perform administrative functions such as record keeping, writing quotes, and negotiating terms with clients. They must have meticulous attention to detail and high accuracy in math.

Staff Accountant

Staff Accountants maintain and execute a variety of financial procedures to support order and transparency of the organization's finances. They focus on bookkeeping and the

recording of financial transactions, and support workflows in accounts payable, accounts receivable, bank and account reconciliations, and journal entries. They may prepare and provide preliminary reporting on month- and year-end closings, budget, tax filings and budgeting.

ADVANCED MANUFACTURING PATHWAY

Computer Aided Design (CAD) Drafter

CAD Drafters prepare detailed digital diagrams of products, equipment, buildings, and construction sites. These diagrams often include dimensions, materials used, fastening methods, and other engineering information. CAD Drafters are responsible for analyzing designs and verifying mathematical calculations. They must be able to create graphical representations and discuss mechanical designs with technical personnel and clients.

Computer Numeric Controlled (CNC) Machinist

CNC Machinists work with computer numeric controlled heavy machinery to produce parts and tools from materials such as plastic or metal. CNC Machinists will use the machinery to cut, grind, and drill into the material. Machinists are responsible for setting up and operating their machinery safely and efficiently.

Industrial Engineering Technologist (*coming soon*)

Industrial Engineering Technologists supports a company's business goals by working on continuous improvement initiatives. An Industrial Engineering Technologist may look at processes, plant layouts, or safety practices to ask, "How can this be done better? How can this be done more efficiently?" An Industrial Engineering Technologist uses problem solving tools to collaborate across departments to improve overall operations.

Logistics Technician

Logistics Technicians work to ensure that the supply chain of an organization functions smoothly. They coordinate with coworkers and suppliers to make sure that the company receives raw material and components of the right type, in the right quantities, at the right times, and for the right prices. Likewise, they coordinate with coworkers and customers to ship finished products of the right type, in the right quantities, at the right times, and for the right prices. Logistics Technicians may gain exposure to a wide range of responsibilities including shipping, receiving, warehouse management, inventory management, vendor relationship management, production scheduling, and procurement coordination.

Manufacturing Technician

Manufacturing Technicians set up, test, adjust, and run manufacturing machinery and equipment. They inspect and test both equipment and finished products for flaws. If flaws or failures arise, they notify the appropriate staff (e.g., supervisors, quality control staff) and help determine the cause of the problem.

Mechanical Engineering Technician

Mechanical Engineering Technicians use the principles of mechanical engineering to change, test, or calibrate machinery and equipment in order to support a team of engineers and scientists. Mechanical Engineering Technician apprentices may make design sketches, record and analyze data, make calculations and estimates, and report their findings.

Quality Technician

Quality Technicians have the critical responsibility of ensuring that customers get parts and products that comply with their specifications. To do this, Quality Technicians inspect, test, sort, sample, and weigh parts for defects and deviations from specifications. They read work orders, blueprints, and other instructions to determine product specifications, material requirements, and operational methods. They often use precision measuring instruments and test equipment.

MAINTENANCE TECHNOLOGY PATHWAY

Automotive Technician

Automotive Technicians diagnose the causes of a wide variety of problems with vehicles and perform necessary repairs. Automotive Technicians have a deep knowledge of the various systems within a car or truck and can reference manuals and technical drawings in order to perform repairs. Automotive Technicians are responsible for safely and efficiently operating tools, keeping tools in proper working order, and efficiently producing repairs that meet quality standards.

Facilities Operations Junior Analyst

Facilities Operations Junior Analysts work to ensure that the operations at a facility run smoothly. They may coordinate with the maintenance and security personnel, oversee supply ordering, and manage the scheduling of maintenance tasks. Facilities Operations Junior Analysts are needed in many types of properties, including warehouses, manufacturing and production companies, or distribution centers.

Maintenance Technician

Maintenance Technicians work to ensure the equipment and facility are in proper working order. Maintenance Technicians engage in preventative maintenance to keep machines

from breaking down. They also engage in reactive maintenance to fix machines when they do break down. Experienced Maintenance Technicians have a broad base of knowledge with mechanical, electrical, pneumatic, and hydraulic systems.

HOSPITALITY PATHWAY

Hospitality Management

The Hospitality Management apprenticeship prepares students for leadership positions in hotel administration and operations. Leveraging social acumen and a customer-focused mentality, they work to provide a positive experience for guests. Hospitality apprentices rotate through different departments in the hotel to develop leadership and management skills as well as learn the technical content related to each area of hotel operations, including safety and security, housekeeping, food and beverage, front desk management, revenue management, financial management, and more.

EDUCATION & TRAINING PATHWAY

Future Educator

Future educator apprentices support the lead classroom teacher in running classroom activities. They will develop positive relationships with students, run small group activities, aid students with disabilities, support with discipline issues, and engage in school wide activities. They may also support the lead teacher with lesson planning and grading. By the end of the apprenticeship, future educator apprentices will have developed the skills they need to effectively run their own classroom after the completion of their bachelor's degree.

HEALTHCARE PATHWAY

Clinical Healthcare

Clinical Healthcare apprentices begin their apprenticeship in the classroom, engaged in courses that advance learning and skill development essential for healthcare professionals. In year two, they will work in an entry level clinical healthcare role such as certified nursing assistant, phlebotomist, patient care technician, or physical therapy technician. At the same time, apprentices will leverage tuition reimbursement benefits offered by their employer to chart a path toward a higher-level clinical role such as radiology tech, registered nurse, occupational therapy assistant, or MRI technician. The apprenticeship offers invaluable work experience in a clinical role, career exploration for middle-skill roles at family sustaining wages, and an earn while you learn model that can support college degree attainment.

REAL ESTATE MANAGEMENT PATHWAY

Residential Property Manager

The Residential Property Manager contributes to the management of operations for an apartment building or commercial complex. They may be responsible for recruiting and screening tenants, responding to tenant complaints or requests, supervising the building's maintenance, overseeing payments, and recordkeeping. Experienced property managers have strong problem-solving skills, detail orientation, and great customer service.

Title Searcher (*coming soon*)

Title Searchers do research on a real estate property that is being bought or sold. They look at documents related to a property to document anything noteworthy that may have happened to that property and provide that information to the client. They may search real estate records or summarize important legal or insurance documents. They may compile lists of mortgages, contracts, and other documents related to properties by searching public and private records for law firms, real estate agencies, or title insurance companies.

CONSTRUCTION PATHWAY

Estimator

Estimators work on construction projects to predict the cost of the project. An estimator breaks down a project into its individual components, like the cost of the materials or the labor, and creates an overall estimate for how much a project will cost. An estimator apprentice will conduct research on the cost of materials, subcontractor service costs, and labor costs. An estimator may help other teams create a project proposal, seek to understand a customer's needs, track project costs, create a budget, or analyze a completed project's costs. To learn the role, estimator apprentices will spend part of the apprenticeship performing building and construction functions.

Building Information Modeler (*coming soon*)

A Building Information Modeler (BIM) works in construction, engineering, or architecture companies in the planning stages of a construction project. BIMs use virtual files called building information models to help with decision-making during the building process. BIM apprentices will develop knowledge of architecture, engineering, and construction and use modeling software to make three-dimensional building models.