

CAREER WATCH

It's not a job. It's a career.

2013 EDITION | FREE

ARKANSAS

Information Technology

Occupations

Interviews

Resumes

Colleges

Financial Aid

Scholarships



Jobs for People. People for Jobs.

DWS
Department of
WORKFORCE Services

www.careerwatch.org



From the Governor

Dear Students:

Time passes quickly, and soon, you will graduate from high school. You must decide about furthering your schooling or choosing a satisfying career. I hope that you will do something great with your life, that you will achieve success, and that you will seize opportunity when it comes your way.

While I want Arkansas students to achieve, I also want you to find success in fields that inspire you and lead to satisfying careers. We strive to make every educational opportunity accessible to all of our students, but those efforts will ultimately fall short unless you supply the passion and drive to succeed. I encourage each of you to consider pursuing a career in the rewarding field of information technology. Career specialties in this high-growth arena offer many opportunities, including computer design, development, and application. From information-research scientists and network architects to graphic designers and Web administrators to computer programmers, there are thousands of challenging careers to choose from within these highly skilled worlds. If you want to be a multimedia artist or animator, a software developer, a computer-science teacher, or any of the other pathway options offered in professional and technical occupations, join the millions who already find this a rewarding career path.

Living up to your potential requires an enormous amount of energy, determination, patience, and sacrifice. In choosing your future occupation, seek the advice of guidance counselors and professionals you trust, and remember that the Arkansas Department of Workforce Services is ready and willing to lend their expertise. I want you to be excited about the possibilities you face. Your ideas, your efforts, and your decisions will collectively shape our tomorrow. Best wishes for a successful future.

Sincerely,

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Career Watch Arkansas is an annual publication of the Department of Workforce Services. A digital version of this magazine is available at www.careerwatch.org.

The *Career Watch Arkansas Teacher's Guide* and other educational materials are available in PDF format at www.discover.arkansas.gov under the LMI Publications link.

The editorial staff would like to thank the following for their contributions to this publication:

Arkansas Workforce Investment Board
Arkansas Department of Career Education
U.S. Department of Labor
Arkansas Department of Higher Education

A very special thanks goes to the University of Arkansas Printing Services for printing this magazine and technical support during its design.

A goal of DWS is to improve, through coordination and standardization, the development, quality and use of occupational information for career decision-making, program planning and economic development.

DWS coordinates information to meet the needs of individuals, especially youth, who are making career decisions, while also providing information to support economic development issues.

DWS is extremely interested in making this publication as useful and informative as possible. Please send your comments, suggestions, ideas or additional copy requests to:

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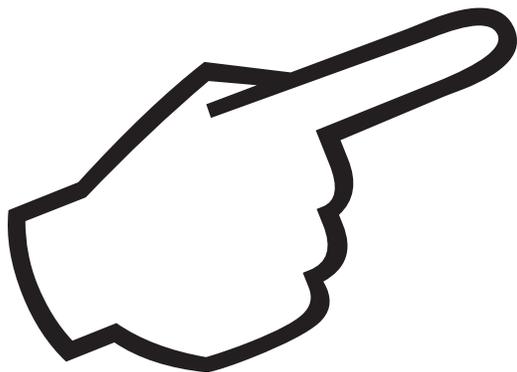
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Go to www.careerwatch.org
and click on the survey link
located on the right side of
the page.

If you are unable to access the Internet, you
can still send in a paper copy of our survey;
it's located right on the back of this page.



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Very Satisfied
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Career Watch Arkansas

Information Technology



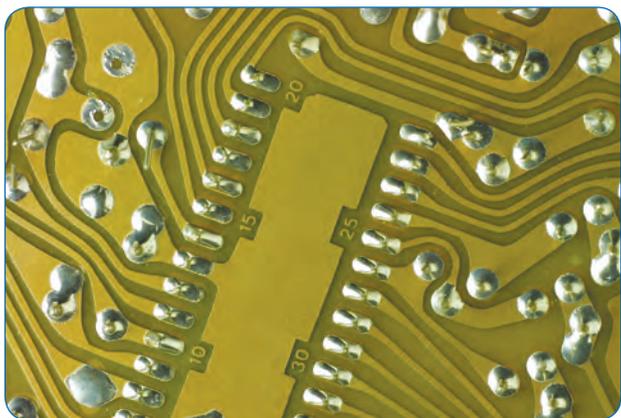
Building linkages in IT occupations for entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services. **10**

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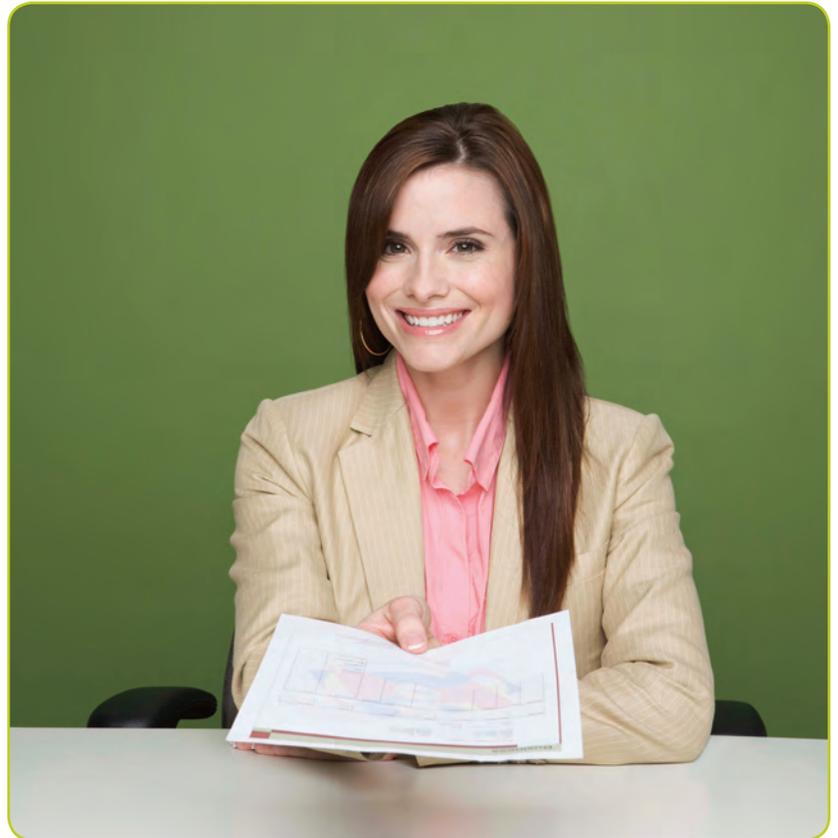


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Get Attention!

A Resume Guide

There's no telling just how many resumes an employer might get in a day for a job. It's the first impression you make to a prospective employer, and it only takes 10 to 15 seconds to determine if you will be called for an interview.



WRITE A GREAT RESUME

Do your homework.

Make a list of your education, skills, qualifications, work experience, and extra curricular activities before writing your resume.

Have things covered.

Always include a cover letter with your resume. The impact of a cover letter is a lot like that of a resume – a good one can get you in the door, and a bad one can get you to the bottom of the stack. So use it to make yourself stand out, and don't just rehash your resume. Tell the employer what makes you better suited for the job than your competition and how your skills can help the company succeed.

Build your resume.

Place your name, full mailing address, phone numbers, and e-mail address in a block format at the top of the page.

The type of resume you use depends upon your past experiences. If you are still in school or about to graduate, place your education with relevant class work in reverse chronological order. If you have more work experience, list it first, using action verbs to describe your contribution to the success of the company or organization.

Quick Tips

- Keep the resume to one page.
- Proofread and proofread again. Ask several people to proofread your resume and cover letter. Did you proofread?
- Do not include personal information such as age, gender, marital status, race, height and weight.
- Use a professional e-mail; seniorsrule@yahoo.com won't cut it. Create a new account just for this purpose if you need to.
- No fancy fonts. Use a sans serif font such as Times, Arial, or Helvetica in 10 or 12 points, and don't use scripts or underlining. Use bold or italics if you need to highlight important items.
- Use a good quality, heavy bond paper in white or off-white with matching 9 x 12 envelopes. Do not fold your resume and cover letter when mailing by snail mail.
- Have a list of references ready, but make sure you have permission to use them.

Types of resumes

For more information and examples, go to www.careerinfonet.org and click on "Resumes + Interviews."

Functional

This type groups your work experience and skills by skill area or job function. This type is good to use to minimize gaps in employment history, while showcasing the work experience that is most important to your career objective. A functional resume works best for first-time job seekers or those changing careers.

Chronological

The most common type of resume, it illustrates progress you have made toward your career objective through employment history. Your most recent work and educational experiences are listed first, followed by the next most recent experience. It is best to use this type of resume if you have demonstrated experience within your desired career field.

Combination

A combination of the chronological and functional resumes, this type presents the knowledge, skills, and abilities gained from work in reverse chronological order. This format is best if you have a varied employment history or wish to include volunteer or internship experience.

The Department of Workforce Services provides a Pocket Resume, available in the back of this magazine.

Just fill in the information for easy reference while filling out job applications.

Or, go to www.discover.arkansas.gov and click on "the LMI Publications link."

Get the Job!

The Interview

Your resume has caught the attention of a perspective employer, and you have an interview.

What's the next step?

Here are a few tips to help you to ace the interview.

Dress Appropriately.

Wear clean, pressed, conservative clothes in neutral colors. Avoid loud make-up and jewelry.

Be Well Groomed.

Have nails and hair neat, clean, and trimmed. Don't overdo your favorite perfume or cologne.

Be On Time.

Know where you are going, allowing time for traffic and parking. Arriving late to the interview says a great deal about you. Keep your cell phone charged and have the interviewer's number handy in case circumstances are beyond your control, but turn it off before the interview.

Be Professional.

Know the name, title, and the pronunciation of the interviewer's name. Give a firm handshake and maintain good eye contact. Don't talk too much about your personal life and don't bad-mouth former employers, you're there for a job interview.

Questions?

Don't just let the interviewer ask all the questions. In fact, they expect you to ask some! Have questions prepared to learn more about the position and the company.

- How soon are you looking to fill this position?
- What is the typical career path for this job?
- What are some of the biggest challenges facing this position, this department, or this organization?
- How will the success of the person in this position be measured?
- How frequently is performance evaluated?
- What kind of training and/or professional development programs do you have?



What to take with you
Social Security card
Driver's license
Extra resumes and references
Paper and pen

School? Work? Both?

Different occupations need different types of training. Some require only on-the-job training, while others require an advanced degree. The jobs listed below are projected to be the top growing occupations by education level through 2013.

Based on State of Arkansas' 2012-2014 Short-term Occupational Projections Net Growth

Top 10 Occupations by Education Level

High School or Less

Personal Care Aides
Combined Food Preparation and Serving Workers, Including Fast Food
Retail Salespersons
Waiters and Waitresses
Office Clerks, General
Home Health Aides
Heavy and Tractor-Trailer Truck Drivers
Cooks, Fast Food
Customer Service Representatives
Cashiers



Associate Degree or Vocational Training

Registered Nurses
Nursing Aides, Orderlies, and Attendants
Licensed Practical and Licensed Vocational Nurses
General and Operations Managers
Dental Assistants
Heating, Air Conditioning, and Refrigeration Mechanics and Installers
Aircraft Mechanics and Service Technicians
Preschool Teachers, Except Special Education
Radiologic Technologists and Technicians
Hairdressers, Hairstylists, and Cosmetologists



Bachelor's Degree or Higher

Elementary School Teachers, Except Special Education
Accountants and Auditors
Human Resources, Training, and Labor Relations Specialists, All Other
Network and Computer Systems Administrators
Middle School Teachers, Except Special and Career/Technical Education
Market Research Analysts and Marketing Specialists
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products
Information Security Analysts, Web Developers, and Computer Network Architects
Logisticians
Physical Therapists





What's Hot... What's Not

Top 20 Occupations for Growth & Decline

Growth

- Personal Care Aides
- Combined Food Preparation and Serving Workers, Including Fast Food
- Retail Salespersons
- Waiters and Waitresses
- Registered Nurses
- Office Clerks, General
- Home Health Aides
- Heavy and Tractor-Trailer Truck Drivers
- Cooks, Fast Food
- Customer Service Representatives
- Cashiers
- Janitors and Cleaners, Except Maids and Housekeeping Cleaners
- Welders, Cutters, Solderers, and Brazers
- Nursing Aides, Orderlies, and Attendants
- Cooks, Restaurant
- First-Line Supervisors of Food Preparation and Serving Workers
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
- Receptionists and Information Clerks
- First-Line Supervisors of Office and Administrative Support Workers
- Bookkeeping, Accounting, and Auditing Clerks

Decline

- Farmers, Ranchers, and Other Agricultural Managers
- Police and Sheriff's Patrol Officers
- Correctional Officers and Jailers
- Sewing Machine Operators
- Cabinetmakers and Bench Carpenters
- Printing Press Operators
- Postal Service Mail Sorters, Processors, and Processing Machine Operators
- Firefighters
- Paper Goods Machine Setters, Operators, and Tenders
- Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic
- Machine Feeders and Offbearers
- Postal Service Clerks
- Shipping, Receiving, and Traffic Clerks
- Print Binding and Finishing Workers
- Legislators
- Stock Clerks and Order Fillers
- Upholsterers
- Highway Maintenance Workers
- Telecommunications Line Installers and Repairers
- Prepress Technicians and Workers

*Based on State of Arkansas' 2012-2014 Short-term
Occupational Projections Net Growth*



Skills to Pay the Bills

They say everyone's good at something. But nowadays certain skills will put you on the fast track to a great job. Here's a quick rundown of the Top 10.

Active Listening

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking

Talking to others to convey information effectively.

Reading Comprehension

Understanding written sentences and paragraphs in work-related documents.

Social Perceptiveness

Being aware of others' reactions and understanding why they react as they do.

Critical Thinking

Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Operation and Control

Controlling operations of equipment or systems.

Judgment and Decision Making

Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Instructing

Teaching others how to do something.

Learning Strategies

Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Coordination

Adjusting actions in relation to other's actions.

Writing

Communicating effectively in writing as appropriate for the needs of the audience.

Information Technology

Building linkages in IT occupations for entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services.

Involved in every sector of the economy, Information Technology careers involve the design, development, support and management of hardware, software, multimedia, and systems integration services.

With technical advancements and integration of technology in our everyday lives, careers in Information Technology are expected to be in high demand and provide a large number of fast-growing and high-paying jobs.

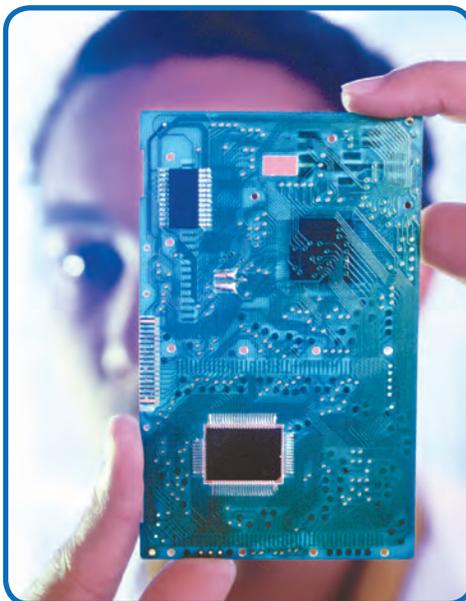
For careers in this Career Cluster, one will need the following skills to be successful: be able to work collaboratively in diverse teams and adapt to change; have effective communication and writing skills; be able to solve problems and work independently; use critical thinking skills and have

the ability to ask challenging questions.

More than 21,000 Arkansans are employed in Information Technology related occupations. Occupations in this Career Cluster include: Computer Support Specialists, Computer Engineers, Computer Programmers, E-Business Specialists, Database Administrators, Graphic Designers, Marketing Managers, Multimedia Artists and Animators, Web Designers, plus many more.

Educational training for occupations in the Information Technology Career Cluster can range from technical certificates, two- and four-year degrees or graduate programs.

Remember that any post-secondary training after high school will help you earn more money over your lifetime.

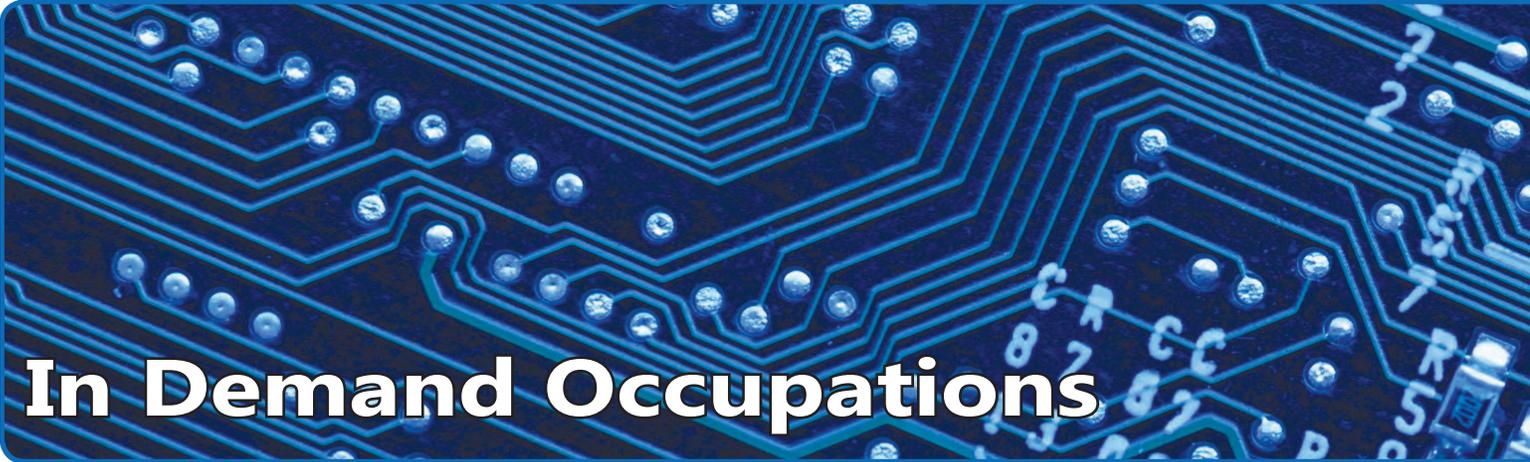


What are the Information Technology Degree Programs?

Almost every university, college, and technical school in Arkansas offers training and education for a career in Information Technology. Here are just a few of the programs:

Cisco Networking	Information Systems
Computer Programming	Information Technology
Computer Forensics	Network Security
E-Commerce	Software Development
Graphic Design	Web Page

Check with your school career counselor to find out more about where these and other programs are offered.



In Demand Occupations

Occupations found in an industry cluster that are projected to add a significant number of new jobs to our state's economy, are existing or emerging occupations being transformed by technology and innovation, or are vital to the overall health of our economy.

Occupation	Mean Annual Wage
Computer Programmers	\$68,060
Computer Support Specialist	\$40,580
Computer Systems Analysts	\$65,260
Database Administrators	\$61,180
Network and Computer Systems Administrators	\$66,490
Software Developers, Applications	\$76,760
Software Developers, Systems Software	\$75,380



Computer and Information Systems Managers

Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.

Sample of reported job titles: Information Technology Manager (IT Manager), Information Technology Director (IT Director), Information Systems Director (IS Director), Data Processing Manager, MIS Director (Management Information Systems Director), Information Systems Manager (IS Manager)

Earnings (Mean): \$50.11 per hour/\$104,220 annual

Estimated workers employed: 1,393

Education: Bachelor's Degree

I can be a...

These are just a few of the occupations in Information Technology. To learn about other occupations, go to <http://online.onetcenter.org/find/> and browse by career cluster for more occupations.

Computer Support Specialists

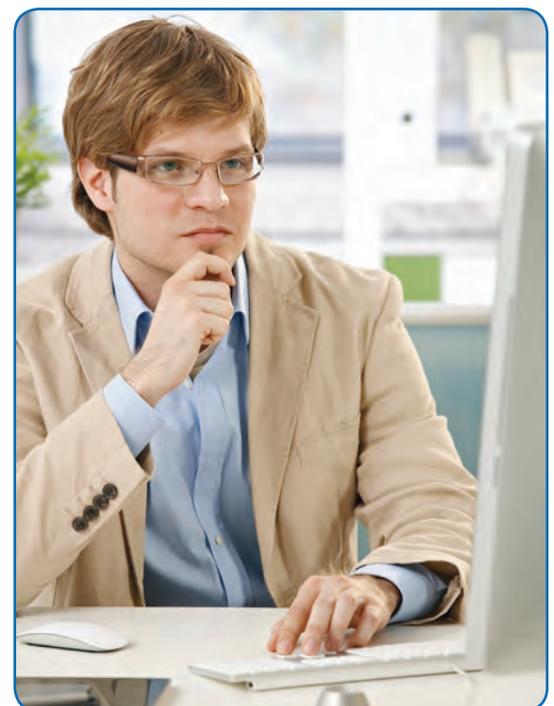
Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals.

Sample of reported job titles: Information Technology Specialist (IT Specialist), Support Specialist, Computer Technician, Computer Support Specialist, Help Desk Analyst, Technical Support Specialist, Network Support Specialist, Electronic Data Processing Auditor (EDP Auditor), Network Technician, Computer Specialist

Earnings (Mean): \$19.51 per hour/\$40,580 annual

Estimated workers employed: 4,045

Education: Some College, No Degree





Network and Computer Systems Administrators

Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system.

Sample of reported job titles: Systems Administrator, Network Administrator, Network Engineer, Information Technology Specialist (IT Specialist), Local Area Network Administrator (LAN Administrator), Information Technology Manager (IT Manager), Information Technology Director (IT Director), Systems Engineer, Network Manager, Network Specialist

Earnings (Mean): \$31.97 per hour/\$66,490 annual

Estimated workers employed: 2,446

Education: Bachelor's Degree

Software Developers, Applications

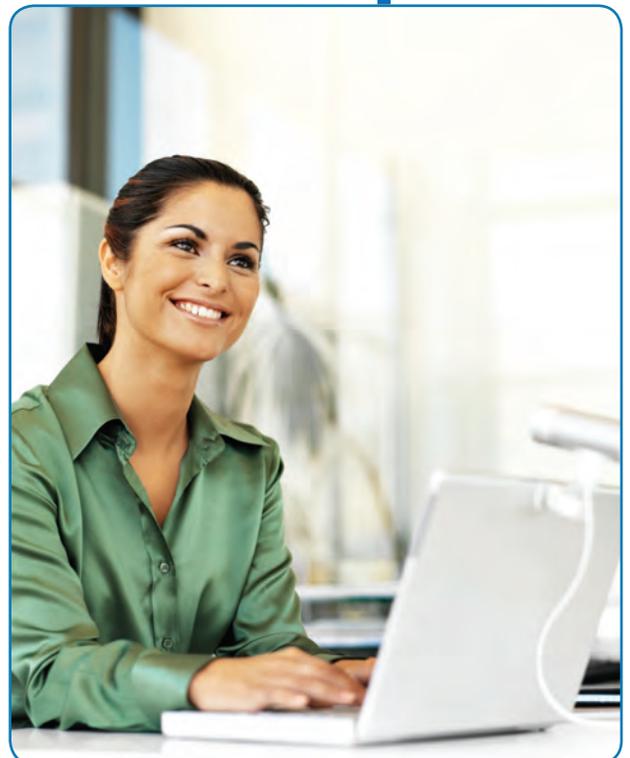
Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team.

Sample of reported job titles: Software Engineer, Application Integration Engineer, Programmer Analyst, Software Architect, Software Developer, Technical Consultant, Applications Developer

Earnings (Mean): \$36.90 per hour/\$76,760 annual

Estimated workers employed: 1,665

Education: Bachelor's Degree



Career Clusters



Career clusters contain occupations in the same field of work that require similar skills. Students, parents, and educators can use career clusters to help focus education plans toward obtaining the necessary knowledge, competencies, and training for success in a particular career pathway.

ARCHITECTURE & CONSTRUCTION

Transportation, Distribution & Logistics

law, public safety, corrections & security

Hospitality and Tourism *health sciences*

BUSINESS MANAGEMENT & ADMINISTRATION

FINANCE *human services*

manufacturing **Information Technology**

Marketing, Sales & Service

GOVERNMENT & PUBLIC ADMINISTRATION

EDUCATION AND TRAINING

Science, Technology, Engineering & Mathematics

AGRICULTURE, FOOD & NATURAL RESOURCES

arts, a-v technology & communications

Information Technology Career Cluster

In high school, career clusters are designed to give you the education and skills you need to be successful in a career.

Sixteen career clusters have been developed to help you explore your career opportunities. Within these career clusters are career pathways that are more specialized. These pathways will help you explore more specific careers. Plus, many of the classes can earn you college credit if you successfully pass the course.

The Information Technology career cluster prepares learners for careers in the building of linkages in IT occupations for entry level, technical, and professional careers related

to the design, development, support and management of hardware, software, multimedia and systems integration services.

The tables on these pages list a sample high school class schedule, Career Focus classes that are required for graduation, Information Technology programs of study, plus work-based and extra curricular activities are also listed on the next pages to help you further your education.

Other career clusters are offered in Arkansas secondary schools. Talk with your career guidance counselor to see what career pathways are offered in your school or a nearby postsecondary institution.

Sample High School Schedule

9th Grade	10th Grade	11th Grade	12th Grade
English I or Pre-AP	English II or Pre-AP	English III or AP	English IV or AP
Algebra I or Geometry	Geometry or Algebra II	Algebra II or Trigonometry Pre-AP Calculus	AP Calculus College Algebra AP Statistics
Physical Science	Biology Pre-AP Chemistry Applied Biology/ Chemistry	Chemistry Physics Principals of Technology	AP Biology AP Chemistry AP Physics Earth & Space Science
Civics	World History	US History	Economics

Information Technology Pathways



Network Systems

Computer Engineering

Program of Study Support Courses

EAST/Workforce Technology, Internship, Workplace Readiness

Support Courses

Foreign Language, Word Processing or Computer Business Applications (CBA)

Extended Learning Opportunities

SkillsUSA, Job Shadowing

Computer Engineering Core Courses

Diagnostics

Computer Engineering Electives

Operations, Networking

Computer Engineering Industry

Certifications

A+, Net +, Cisco CCENT, Cisco CCNA

Related Programs of Study

Electronics

Information Support and Services

Oracle

Program of Study Support Courses

EAST/Workforce Technology, Internship, Workplace Readiness

Support Courses

Foreign Language, Word Processing

Extended Learning Opportunities

Future Business Leaders of America (FBLA), Job Shadowing, ORACLE International Competitions

Oracle Core Courses

Computer Business Applications or Computer Applications I & II, Database Fundamentals, Database Programming, Introduction to JAVA, JAVA Programming

Oracle Electives

Any other approved business elective

Oracle Industry Certifications

ORACLE

Related Programs of Study

Web Design, Programming, CISCO

Programming and Software Development

Programming

Program of Study Support Courses

EAST/Workforce Technology, Internship, Workplace Readiness

Support Courses

Foreign Language, Word Processing

Extended Learning Opportunities

Future Business Leaders of America, (FBLA), Jobs for Arkansas Grads, Job Shadowing

Programming Core Courses

Computer Business Applications or Computer Applications I & II, Programming I & II, Advanced Spreadsheets, Advanced Databases

Programming Electives

Any other approved business elective

Programming Industry Certifications

Visual Basic, C++, JAVA

Related Programs of Study

ORACLE, Web Design, Digital Communications, Computer Engineering



Web and Digital Communications

Digital Communications

Program of Study Support Courses

EAST/Workforce Technology, Internship, Workplace Readiness

Support Courses

Foreign Language, Word Processing

Extended Learning Opportunities

Future Business Leaders of America (FBLA), Jobs for Ark Grads (JAG), Job Shadowing

Digital Communications Core Courses

Computer Business Applications or Computer Applications I & II, Desktop Publishing I & II, Multimedia I & II

Digital Communications Publishing

Electives

Any other approved business elective

Desktop Publishing Industry Certifications

ADOBE Certifications, MOS, Dreamweaver, FLASH, etc.

Related Programs of Study

Web Design, Programming, ORACLE, Digital Communications

Web and Digital Communications

Web Design

Program of Study Support Courses

EAST/Workforce Technology, Internship, Workplace Readiness

Support Courses

Foreign Language, Word Processing

Extended Learning Opportunities

Future Business Leaders of America (FBLA), Jobs for Ark Grads (JAG), Job Shadowing

Web Design Core Courses

Computer Business Applications or Computer Applications I & II, Web Design I Associate Design Specialist, Web Design II Internet Business/Network, Technology Foundations

Web Design Electives

Any other approved business elective

Web Design Industry Certifications

CIW –Certified Internet Web Master

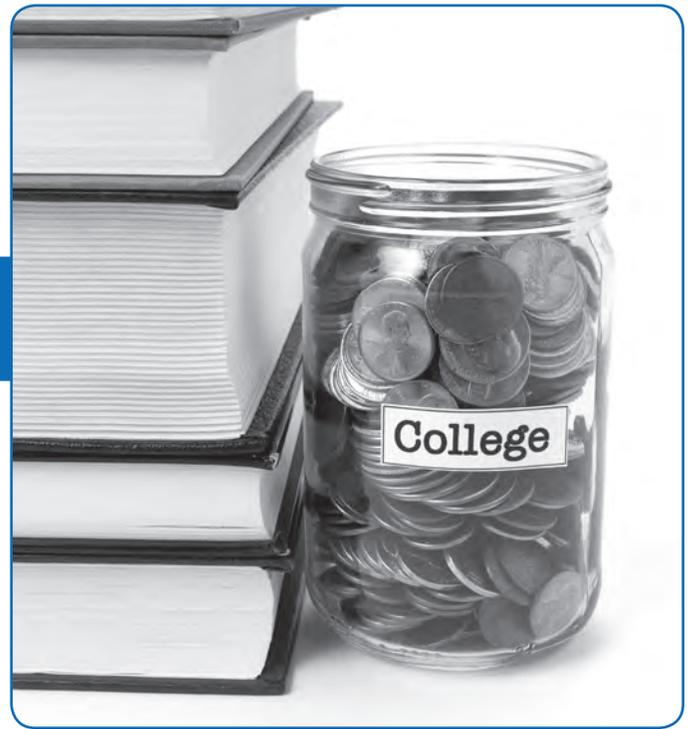
Related Programs of Study

Programming, Digital Communications, Oracle, Computer Engineering

How will I pay for College?

Financial Aid FAQs

If you are planning to attend college, you should do a little research first. Find out how much it will cost to go to college, what part of that cost you and your family will be expected to pay, and what types of financial aid are available. The following information is intended to get you started.



What is Financial Aid?

Financial aid is money awarded to a student to help pay educational costs. Most financial aid is awarded according to individual need and educational costs. The federal government, state government, post-secondary institutions, and private organizations provide financial aid to eligible students in the form of grants, scholarships, loans, and employment.

Grants and scholarships are awarded based on either financial need or merit and do not have to be paid back. Employment can be a job provided by the college and can be on or off campus. A loan is money provided by a bank, the college, or the government, which must be paid back with interest.

Private sources of financial aid come from social and civic organizations, religious organizations, and businesses.

How much does it cost to attend college?

Educational costs can differ significantly from one school to another, depending on the type of school and your program of study. In general, costs are lowest at a public vocational-technical school, higher at a public community or technical college, still higher at a public four-year college, and highest at a private college.

The total cost of attending school today may range from \$2,000 per year to more than \$30,000 per year. Financial Aid programs have been created to help you pay for these costs. Schools with higher costs often have more financial aid available than lower cost schools. Therefore, when comparing costs, it's very important to determine the financial aid available. This way you can determine

what your out-of-pocket expenses will be.

But remember, cost is only one factor in selecting a school. Consider your goals, what programs and opportunities each school offers, and how well that school will help you meet your goals.

What do educational costs include?

The total educational costs are called the Cost of Attendance (COA) and include (1) tuition and fees, (2) books and supplies, (3) room and board, (4) transportation, and (5) miscellaneous personal expenses, such as clothing, laundry, and recreation. Because the COA includes items that are living costs but are not paid directly to the school, the actual amount billed by the school will be less than the COA.

What is the family's responsibility?

The primary responsibility for financing a college education rests with the student and his family. The family is expected to pay for the cost of college to the extent that it is able. Financial assistance is designed to help with the difference between what the family can afford and the cost of attendance. The student shares in the family's responsibility to pay for college and is expected to contribute from his earnings and savings.

The amount the family is expected to pay toward the cost of college is called the Expected Family Contribution (EFC).

How is the family's expected contribution determined?

Colleges, government agencies and organizations that award financial aid based on financial need, use a process called Needs Analysis to determine how much the family is expected to pay towards the cost of a college education. This process uses both the parent's and student's income and assets and other information about the

family such as the number in college, to calculate the Expected Family Contribution. During the needs analysis calculations, certain allowances are applied to protect the family's income and assets for the cost of living and future retirement needs.

The needs analysis is performed by the U.S. Department of Education based on the information provided by the family on the Free Application for Federal Student Aid (FAFSA). This is the basic form required for most financial aid programs based on financial need. Any student who wishes to apply for financial assistance should complete and submit this application. The FAFSA application can be applied for online at www.fafsa.gov.

How is eligibility for financial aid determined?

Most financial aid is awarded based on financial need. The Cost of Attendance minus the Expected

Family Contribution equals financial need. The school you attend uses the EFC calculated during needs analysis and the school's cost of attendance to determine your eligibility for need-based financial aid. Some aid is merit based, meaning eligibility is based on performance or achievement, such as athletic scholarships or academic scholarships based on ACT scores, or GPA.

How much financial aid can I receive?

The total financial aid a student receives can include funds from more than one source or financial aid program. Normally, though, the total financial aid received will not exceed the financial need, or in some cases, the cost of attendance. For the best chance of getting the aid you need, apply as early as possible for each financial aid program for which you might be eligible.

Source: Arkansas Department of Higher Education



www.adhe.edu

www.arkcollege101.com

www.asla.info

www.careeronestop.org

www.careerwatch.org

www.discover.arkansas.gov

www.fafsa.gov

www.fundmyfuture.info

www.going2college.org

www.knowhow2go.org

www.mappingyourfuture.org

www.nces.ed.gov/collegenavigator

www.saygocollege.com

www.slgfa.org

Scholarships, Grants, and Federal Aid

Arkansas Scholarships and Grants

Source: Arkansas Department of Higher Education

The Arkansas Department of Higher Education reviews and approves academic programs and develops funding recommendations for the state's 11 public universities and 22 public two-year colleges, as well as several other post-secondary entities. In addition, the agency is responsible for distributing approximately \$170 million annually from state revenues and lottery funds in the form of financial aid, intended to ease the financial burden of students seeking an education beyond high school.

More than 20 grant and loan repayment programs are available to students, with eligibility requirements ranging from academic status and financial need to specific fields of study. Below is a listing of a few programs:

Academic Challenge Scholarship – provides scholarships to Arkansas residents pursuing a higher education. Funded in large part by the Arkansas Scholarship Lottery, the Academic Challenge Scholarship is available to students regardless of current academic status, whether just graduating from high school, currently enrolled in college, enrolling in college for the first time, or re-enrolling after a period of time out of college.

Arkansas Health Education Grant Program (ARHEG) – provides financial assistance to students seeking professional training in chiropractic medicine, dentistry, optometry, osteopathic medicine, podiatric medicine, and veterinary medicine to allow them to attend out-of-state institutions.

Governor's Scholars Program – for graduating high school seniors. Awards \$4,000 annually to the top applicant in each county based on academic achievement, test score, rank-in-class, and leadership. The top 300 applicants scoring 32 on the ACT or 1410 on the SAT and have earned a 3.50 academic grade point average are eligible for the Governor's Distinguished Scholarship and may receive tuition, mandatory fees, and room and board up to \$10,000 per year.

Higher Education Opportunities Grant (GO! Opportunities Grant) – provides \$1,000 grants to full-time and \$500 grants to part-time students based on financial need. Students must meet the income requirements of \$25,000 for a family with one (1) in the household; the maximum income increases by \$5,000 for each additional number in the household up to ten (10) additional household members. Applicants must complete the Free Application for Federal Student Aid (FAFSA) and the GO! Opportunities Grant application.

Law Enforcement Officers' Dependents Scholarship Program – waiver of tuition, fees, and room at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansas law enforcement officers, some Highway and Transportation Department employees, and other public employees who were killed or permanently disabled in the line of duty.

Military Dependents Scholarship Program – waiver of tuition, fees, and room and board at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansans who were killed or missing in action or who were prisoners of war or who are currently totally and permanently disabled.

State Teacher Education Program (STEP) – offers federal loan repayment to current teachers who are either minority and/or teaching in a subject and/or geographic shortage area in an Arkansas public school.

Student Undergraduate Research Fellowship (SURF) Program – designed to allow undergraduate students to conduct in-depth research projects in their specific fields of study with the assistance of faculty mentors.

Teacher Opportunity Program – offers reimbursement grants for costs associated with six (6) semester credit hours or the equivalent to current Arkansas teachers and administrators who return to an approved institution of higher education to pursue additional education related to the job. Priority will be given to those applicants who are pursuing an additional licensure in a subject area declared to be a shortage area.

Workforce Improvement Grant – awards up to \$2,000 annually to students at least 24 years old based on financial need. Students apply using the Free Application for Federal Student Aid (FAFSA), and awards are made by the institution the student attends. Students may be enrolled part time.

This information is current as of June 2013 and is provided for informational purposes only. It is not intended to be a complete description of the programs or their requirements. For complete information about a particular program, go to www.adhe.edu and click on Financial Aid to review the program's rules and regulations. The eligibility requirements and rules governing the programs administered by the Arkansas Department of Higher Education are subject to legislative and regulatory amendments. Please e-mail the Financial Aid Division at finaid@adhe.edu if you should need further information.

Please Note: Due to current economic conditions, awards for all ADHE programs may be limited by the availability of funds. Applicants are encouraged to apply but are also encouraged to pursue all sources of financial aid.

YOUuniversal

ARKANSAS FINANCIAL AID SYSTEM

Your Future, No Boundaries



Arkansas residents seeking education beyond high school will now find the scholarship application process more user-friendly than ever before, thanks to the YOUuniversal Scholarship Application. By answering a few simple questions about age, grade-point average, ACT or SAT scores, and income level, applicants will be matched with the financial aid programs they may qualify for, along with an estimated amount of financial aid they might expect in an academic year.

Log on to www.adhe.edu and click on the YOUuniversal logo to get started. Applicants can also download the YOUuniversal app for their smart phones at www.arkansas.gov.

BUT residents still have to fill out the Free Application for Federal Student Aid form to determine eligibility for Federal financial aid. Go to www.fafsa.gov to fill out your form.

Applicants can begin applying for Federal Student Aid after January 1, 2014, for the 2014-2015 school year.

Federal Grants and Financial Aid

Source: <http://studentaid.ed.gov>

Parent Loan for Undergraduate Students (PLUS Loan) – Parents can borrow a PLUS Loan to help pay your education expenses if you are a dependent undergraduate student enrolled at least half time in an eligible program at an eligible school. PLUS Loans are available through the Federal Family Education Loan (FFEL) Program and the Direct Loan Program. Your parents can get either loan, but not both, for you during the same enrollment period. They also must have an acceptable credit history. For a Direct PLUS Loan, your parents must complete a Direct PLUS Loan application and promissory note contained in a single form that you get from your school's financial aid office. For a FFEL PLUS Loan, your parents must complete and submit a PLUS Loan application available from your school, lender, or your state guaranty agency. After the school completes its portion of the application, it must be sent to a lender for evaluation. Parents must agree to repay the loan within 10 years, beginning 60 days after the funds are fully disbursed.

Pell Grant – A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded usually only to undergraduate students who have not earned a bachelor's or a professional degree. (In some cases, however, a student enrolled in a post-baccalaureate teacher certification program might receive a Pell Grant.) Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added.

Perkins Loan – A Federal Perkins Loan is a low-interest loan for both undergraduate and graduate students with exceptional financial need. Federal Perkins Loans are made through a school's financial aid office. Your school is your lender, and the loan is made with government funds. You must repay this loan to your school.

Stafford Loan – You must fill out a FAFSA. After your FAFSA is processed, your school will review the results and will inform you about your loan eligibility. You also will have to sign a promissory note, a binding legal document that lists the conditions under which you're borrowing and the terms under which you agree to repay your loan.

Supplemental Educational Opportunity Grant – Federal Supplemental Educational Opportunity Grants (FSEOG) are for undergraduates with exceptional financial need. Pell Grant recipients with the lowest EFCs will be the first to get FSEOGs. Just like Pell Grants, FSEOGs don't have to be paid back.

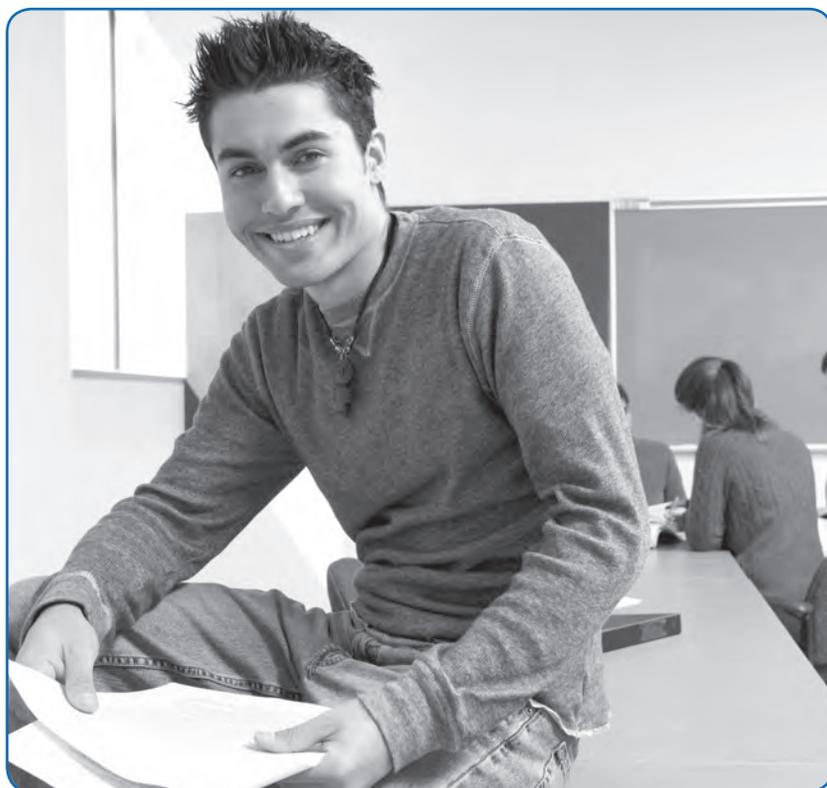
Work Study – Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study.

Arkansas Colleges & Universities

Full-time tuition for public institutions is based on Arkansas Department of Higher Education estimates of 15 credit hours plus mandatory fees per semester for the 2012-2013 school year.

Full-time tuition for private institutions is based on figures from the institution's website or financial aid office. Some private institutions have set rates for each program offered.

Check with the institution for actual tuition and fees.



Arkansas Baptist College

501-370-4000

www.arkansasbaptist.edu

1621 Dr. Martin Luther King Jr. Drive, Little Rock, AR 72202

Private: 4-year

2012-2013 Enrollment: 1,082

Annualized Tuition: \$8,137

Office of Admissions: 501-492-0538

Office of Financial Aid: 501-492-0540,

finaid@arkansasbaptist.edu

Residential Life and Housing: 501-492-0567

Arkansas Northeastern College

870-762-1020

www.anc.edu

2501 South Division St., Blytheville, AR 72315

Public: 2-year

2012-2013 Enrollment: 1,075

Annualized Tuition: \$2,300

Admissions: 870-838-2955

Financial Aid Office: 870-762-1020 ext. 1160

Other Locations: Burdett, Leachville, Osceola, Paragould

Arkansas State University

870-972-2100

www.astate.edu

PO Box 600, State University, AR 72467

Public: 4-year

Enrollment: 10,073

Annualized Tuition: \$7,180

Office of Admissions: 870-972-3024, admissions@astate.edu

Financial Aid: 870-972-2310, finaid@astate.edu

Residence Life: 870-972-2042, reslife@astate.edu

Other Locations: Paragould

Arkansas State University at Beebe

501-882-3600

www.asub.edu

1000 Iowa St., Beebe, AR 72653

Public: 2-year

Enrollment: 3,085

Annualized Tuition: \$2,970

Office of Admissions: 501-882-8860, 800-632-9985

Financial Aid Office: 501-882-8845, finaid@asub.edu

Office of Student Life: 501-882-8951

Other Locations: Heber Springs, Little Rock Air Force Base, Searcy

Arkansas State University at Mountain Home

870-508-6100

www.asumh.edu

1600 South College Street, Mountain Home, AR 72653

Public: 2-year

Enrollment: 1,046

Annualized Tuition: \$3,150

Office of Admissions: 870-508-6104, adminforms@asumh.edu

Financial Aid Office: 870-508-6195

Arkansas State University at Newport

870-512-7800

www.asun.edu

7648 Victory Boulevard, Newport, AR 72112

Public: 2-year

Enrollment: 1,202

Annualized Tuition: \$2,850

Office of Admissions: 870-512-7800

Financial Aid Office: 870-512-7835

Other Locations: Marked Tree, Technical Center in Jonesboro

Arkansas Colleges & Universities

Arkansas Tech University

479-968-0389

www.atu.edu

1605 Coliseum Drive, Russellville, AR 72801

Public: 4-year

Enrollment: 7,573

Annualized Tuition: \$6,528

Office of Admissions: 479-968-0343, 800-582-6953,
tech.enroll@atu.edu

Financial Aid: 479-968-0399, fa.help@atu.edu

The Office of Residential Life: 479-968-0376

residence.life@atu.edu

Other Locations: Ozark

Arkansas Tech University-Ozark

866-225-2884

www.atu.edu/ozark

1700 Helberg Lane, Ozark, AR 72949

Public: Technical

Annualized Tuition: \$3,180

Office of Student Services: 866-225-2884

Financial Aid: 479-667-2117

Black River Technical College

870-248-4000

www.blackrivertech.edu

1410 Highway 304 East, Pocahontas, AR 72455

Public: 2-year

Enrollment: 1,782

Annualized Tuition: \$2,790

Admissions: 870-248-4000 ext. 4011

Financial Aid Office: 870-248-4000 ext. 4019

Other Locations: Paragould

Central Baptist College

800-205-6872

www.cbc.edu

1501 College Avenue, Conway, AR 72034

Private: 4-year

Enrollment: 776

Annualized Tuition: \$10,480

Admissions: 501-329-6872

Financial Aid: 501-205-8911

Residence Life: Women's: 501-329-6872 ext. 179

Men's: 501-329-6872 ext. 182

Other Locations: Camp Robinson

College of the Ouachitas

800-337-0266

www.coto.edu

One College Circle, Malvern, AR 72104

Public: 2-year

Enrollment: 853

Annualized Tuition: \$2,507

Office of Student Affairs: 501-337-5000

Financial Aid: 501-337-5000, financialaid@coto.edu

Cossatot Community College of the University of Arkansas

800-844-4471

www.cccua.edu

183 College Drive, DeQueen, AR 71832

Public: 2-year

Enrollment: 937

Annualized Tuition: \$2,302

Office of Admissions: 870-584-4471

Office of Financial Aid: 870-584-4471 exts. 1148, 1128, 1127, 1118

Other Locations: Ashdown, Dierks, Murfreesboro, Nashville

Crowley's Ridge College

800-264-1096

www.crc.edu

100 College Drive, Paragould, AR 72450

Private: 4-year

Enrollment: 201

Annualized Tuition: \$9,850

Admissions: 870-236-6901

Financial Aid: 870-236-6901

Housing: 870-236-6901

Crowley's Ridge Technical Institute

800-842-2317

www.crti.tec.ar.us

1620 Newcastle Road, Forrest City, AR 72336

Public: Technical

Enrollment: 158

Annualized Tuition: Varies

Admissions: 870-633-5411

Financial Aid Office: 870-633-5411

East Arkansas Community College

870-633-4480

www.eacc.edu

1700 Newcastle Road, Forrest City, AR 72336

Public: 2-year

Enrollment: 894

Annualized Tuition: \$2,700

Admissions Office: 870-633-4480

Financial Aid: 870-633-4480

Other Locations: Wynne

Harding University

501-279-4000

www.harding.edu

915 E. Market Ave., Searcy, AR 72149

Private: 4-year

Enrollment: 4,306

Annualized Tuition: \$12,732

Office of Admissions: 501-279-4407

Office of Student Financial Services: 501-279-4257,
800-477-3243, finaid@harding.edu

Office of Student Life/Housing: 501-279-4256,
housing@harding.edu

Other Locations: North Little Rock, Bentonville

Arkansas Colleges & Universities

Henderson State University

870-230-5000
www.hsu.edu
1100 Henderson Street, Arkadelphia, AR 71999
Public: 4-year
Enrollment: 3,354
Annualized Tuition: \$6,984
Admissions: 870-230-5028, 800-228-7333, admissions@hsu.edu
Office of Financial Aid: 870-230-5148
Residence Life: 870-230-5083, reslife@hsu.edu

Hendrix College

800-277-9017
www.hendrix.edu
1600 Washington Avenue, Conway, AR 72032
Private: 4-year
Enrollment: 1,373
Annualized Tuition: \$37,816
Office of Admissions: 800-277-9017
Office of Financial Aid: 501-450-1368, student_aid@hendrix.edu
Residence Life: 501-450-1416, housing@hendrix.edu

ITT Technical Institute

800-359-4429
www.itt-tech.edu
12200 Westhaven Dr., Little Rock, AR 72211
Private: 4-year
Annualized Tuition: Varies
Admissions: 800-359-4429
Financial Aid: 800-359-4429

John Brown University

479-524-9500
www.jbu.edu
2000 West University Street, Siloam Springs, AR 72761
Private: 4-years
Enrollment: 1,777
Annualized Tuition: \$22,734
Admissions: 877-528-4636, jbuinfo@jbu.edu
Financial Aid: 877-528-4636, finaid@jbu.edu
Residence Life: 479-524-7229, 479-524-7252
Other Locations: Fort Smith, Rogers

Lyon College

870-307-7000
www.lyon.edu
2300 Highland Road, Batesville, AR 72503
Private: 4-year
Enrollment: 593
Annualized Tuition: \$23,370
Admissions: 870-307-7250, 800-423-2542, admissions@lyon.edu
Financial Aid: 870-307-7257
Residence Life: 870-307-7375

Mid-South Community College

800-733-6722
www.midsouthcc.edu
2000 West Broadway Boulevard, West Memphis, AR 72301
Public: 2-year
Enrollment: 1,123
Annualized Tuition: \$3,270
Office of Admissions: 870-733-6728, admissions@midsouthcc.edu
Financial Aid Office: 870-733-6729, finAid@midsouthcc.edu

National Park Community College

501-760-4222
www.npcc.edu
101 College Drive, Hot Springs National Park, AR 71913
Public: 2-year
Enrollment: 2,276
Annualized Tuition: \$3,050
Office of Admissions: 501-760-4363
Financial Aid: 501-760-4237

North Arkansas College

870-743-3000
www.northark.edu
1515 Pioneer Drive, Harrison, AR 72601
Public: 2-year
Enrollment: 1,595
Annualized Tuition: \$2,910
Admissions: 870-391-3222, admissions@northark.edu
Financial Aid Office: 870-391-3266, financial-aid@northark.edu
Other Locations: Berryville

Northwest Arkansas Community College

800-955-6922
www.nwacc.edu
One College Drive, Bentonville, AR 72712
Public: 2-year
Enrollment: 4,965
Annualized Tuition: \$4,348
Admissions: 479-619-4167, admissions@nwacc.edu
Financial Aid Office: 479-619-4329, finaid@nwacc.edu
Other Locations: Washington County, Bella Vista, and Fayetteville

Northwest Technical Institute

479-751-8824
www.nwti.edu
709 South Old Missouri Road, Springdale, AR 72765
Public: Technical
Annualized Tuition: Varies
Admissions: 479-751-8824, info@nwti.edu
Financial Aid Office: 479-751-8824 ext. 240

Ouachita Baptist University

800-342-5628
www.obu.edu
410 Ouachita St., Arkadelphia, AR 71998
Private: 4-year
Enrollment: 1,526
Annualized Tuition: \$22,370
Admissions: 800-342-5628, admissions@obu.edu
Student Financial Services: 870-245-5570, finaid@obu.edu
Student Housing: 870-245-5220

Ozarka College

800-821-4335
www.ozarka.edu
218 College Drive, Melbourne, AR 72556
Public: 2-year
Enrollment: 1,114
Annualized Tuition: \$2,810
Office of Admissions: 870-368-2013, admissions@ozarka.edu
Financial Aid: 870-368-2009, finaid@ozarka.edu
Other Locations: Ash Flat, Mountain View, Mammoth Spring

Arkansas Colleges & Universities

Philander Smith College

800-446-6772
www.philander.edu
900 Daisy Bates Drive, Little Rock, AR 72202
Private: 4-year
Enrollment: 667
Annualized Tuition: \$12,314
Office of Admissions: 501-370-5221
Financial Aid Office: 501-370-5350, financialaid@philander.edu
Housing: 501-975-6059

Phillips Community College of the University of Arkansas

870-338-6474
www.pccua.edu
1000 Campus Drive, Helena-West Helena, AR 72342
Public: 2-year
Enrollment: 1,122
Annualized Tuition: \$2,735
Office of Admissions: 870-338-6474
Financial Aid: 870-338-6474 ext. 1258
Other Locations: Stuttgart, Dewitt

Pulaski Technical College

501-812-2200
www.pulaskitech.edu
3000 West Scenic Drive, North Little Rock, AR 72118
Public: 2-year
Enrollment: 7,848
Annualized Tuition: \$3,183
Office of Admissions: 501-812-2231
Office of Financial Aid: 501-812-2289
Other Locations: Little Rock, Benton, Bauxite

Remington College

800-560-6192
www.remingtoncollege.edu
19 Remington Drive, Little Rock, AR 72204
Private: 2-year
Annualized Tuition: Varies
Admissions: 800-560-6192
Financial Aid: 800-560-6192

Rich Mountain Community College

479-394-7622
www.rmcc.edu
1100 College Drive, Mena, AR 71953
Public: 2-year
Enrollment: 604
Annualized Tuition: \$2,670
Admissions: 479-394-7622 ext. 1410
Financial Aid Office: 479-394-7622 ext. 1422
Other Locations: Mount Ida, Waldron

Shorter College

501-374-6305
www.shortercollege.org
604 Locust Street, North Little Rock, AR 72114
Private: 2-year
Enrollment: 208
Annualized Tuition: \$2,760
Office of Admissions: 501-374-6305 ext. 103
Financial Aid Office: 501-374-6305

South Arkansas Community College

800-955-2289
www.southark.co
300 South West Avenue, El Dorado, AR 71730
Public: 2-year
Enrollment: 1,097
Annualized Tuition: \$3,010
Admissions: 870-864-7195, admissions@southark.edu
Financial Aid: 870-864-7150

Southeast Arkansas College

888-732-7582
www.seark.edu
1900 Hazel Street, Pine Bluff, AR 71603
Public: 2-year
Enrollment: 1,179
Annualized Tuition: \$2,980
Office of Admissions: 870-850-8605
Financial Aid Office: 870-543-5909, FinAid@seark.edu

Southern Arkansas University

870-235-4000
web.saumag.edu
100 E. University, Magnolia, AR 71753
Public: 4-year
Enrollment: 2,838
Annualized Tuition: \$7,146
Office of Admissions: 870-235-4040, 800-332-7286
muleriders@saumag.edu
Office of Financial Aid: 870-235-4023
Student Housing: 870-235-4047

Southern Arkansas University-Tech

870-574-4500
www.sautech.edu
6415 Spellman Road, Camden, AR 71711
Public: 2-year
Enrollment: 967
Annualized Tuition: \$3,630
Office of Admissions: 870-574-4558
Financial Aid: 870-574-4511
Housing: 870-574-4519
Other Locations: Fordyce, Magnolia, Texarkana

University of Arkansas at Fayetteville

479-575-2000
www.uark.edu
1 University of Arkansas, Fayetteville, AR 72701
Public: 4-year
Enrollment: 21,163
Annualized Tuition: \$7,553
Admissions: 479-575-5346, 800-377-8632, uofa@uark.edu
Office of Financial Aid: 479-575-3806
University Housing: 479-575-3951, housing@uark.edu

University of Arkansas at Fort Smith

888-512-5466
www.uafs.edu
5210 Grand Avenue, Fort Smith, AR 72913
Public: 4-year
Enrollment: 5,748
Annualized Tuition: \$5,436
Office of Admissions: 479-788-7120
Financial Aid Office: 479-788-7090, finaid@uafs.edu
Office of Housing: 479-788-7340, housing@uafs.edu

Arkansas Colleges & Universities

University of Arkansas at Little Rock

800-482-8892
www.ualr.edu
2801 South University Ave., Little Rock, AR 72204
Public: 4-year
Enrollment: 8,991
Annualized Tuition: \$7,343
Office of Admissions: 501-569-3035, admissions@ualr.edu
Financial Aid: 501-569-3035, financialaid@ualr.edu
Office of Student Housing: 501-661-1743, housing@ualr.edu
Other Locations: Benton

University of Arkansas at Monticello

800-844-1826
www.uamont.edu
346 University Drive, Monticello, AR 71656
Public: 4-year
Enrollment: 2,332
Annualized Tuition: \$5,560
Office of Admissions: 870-460-1026
Financial Aid: 870-460-1050, 800-226-2643
Residence Life: 870-460-1045
Other Locations: Crossett, McGehee

University of Arkansas at Monticello

College of Technology Crossett
870-364-6414
www.uamont.edu/uamctc
1326 Highway 52 W, Crossett, AR 71635
Public: 2-year
Annualized Tuition: \$2,410
Office of Admissions: 870-460-1026
Financial Aid: 870-460-1050, 800-226-2643

University of Arkansas at Monticello

College of Technology McGehee
800-222-5360
www.uamont.edu/mcgehee/
P.O. Box 747, McGehee, AR 71654
Public: 2-year
Annualized Tuition: \$2,410
Office of Admissions: 870-460-1026
Financial Aid: 870-460-1050, 800-226-2643

University of Arkansas at Pine Bluff

870-575-8000
www.uapb.edu
1200 North University Drive, Pine Bluff, AR 71601
Public: 4-year
Enrollment: 2,561
Annualized Tuition: \$5,517
Admissions: 870-575-8492
Student Financial Services: 870-575-8302
Residential Life: 870-575-7256
Other Locations: North Little Rock

University of Arkansas Community College at Batesville

800-508-7878
www.uaccb.edu
2005 White Drive, Batesville, AR 72501
Public: 2-year
Enrollment: 1,018
Annualized Tuition: \$2,900
Enrollment Center: 870-612-2139, enrollment@uaccb.edu
Financial Aid: 870-612-2036, financial.aid@uaccb.edu

University of Arkansas Community College at Hope

870-777-5722
www.uacch.edu
2500 South Main, Hope, AR 71802
Public: 2-year
Enrollment: 978
Annualized Tuition: \$2,346
Registrar's Office: 870-722-8221
Financial Aid Office: 870-722-8265

University of Arkansas Community College at Morrilton

800-264-1094
www.uaccm.edu
1537 University Boulevard, Morrilton, AR 72110
Public: 2-year
Enrollment: 1,550
Annualized Tuition: \$3,360
Admissions: 501-977-2053, adm@uaccm.edu
Financial Aid Office: 501-977-2055

University of Arkansas for Medical Sciences

501-686-7000
www.uams.edu
4301 West Markham, Little Rock, AR 72205
Public: 4-year
Enrollment: 2,325
Annualized Tuition: Varies
Admissions: 501-686-7000
Student Financial Services: 501-686-5451
Campus Life: 501-686-5850
Other Locations: Teaching Centers across the state

University of Central Arkansas

501-450-5000
www.uca.edu
201 Donaghey Avenue
Bernard Hall, Suite 103, Conway, AR 72035
Public: 4-year
Enrollment: 9,490
Annualized Tuition: \$7,332
Office of Admissions: 501-450-3128, 800-243-8245
Office of Student Financial Aid: 501-450-3140
Residence Life: 501-450-3132, housing@uca.edu

University of the Ozarks

800-264-8636
www.ozarks.edu
415 North College Avenue, Clarksville, AR 72830
Private: 4-year
Enrollment: 568
Annualized Tuition: \$24,350
Office of Admissions: 800-264-8636, adm@ozarks.edu
Office of Financial Aid: 479-979-1221
Residential Life: 479-979-1322

Williams Baptist College

870-886-6741
www.wbcoll.edu
60 W. Fulbright Avenue, Walnut Ridge, AR 72476
Private: 4-year
Enrollment: 546
Annualized Tuition: \$13,750
Office of Admissions: 870-759-4120, admissions@wbcoll.edu
Office of Financial Aid: 870-759-4112, financialaid@wbcoll.edu
Office of Housing: 870-759-4204

So, you wanna be a...

Not sure what you want to do with your life? Well, this is the place to start looking.

The following section is packed with occupations that can be found all over the state in just about every field imaginable. It also will tell you what type of education you will need to get those jobs, how many positions are available, and, of course, how much you can make doing them! Now, not all the occupations are listed here, as there are more than 800 of them. If you would like to know more about any occupation, or one that is not listed here, go to www.discover.arkansas.gov and click on the "Occupations" link.

2013-2014 Occupations and Careers

Occupation

This column provides the title and a brief description of the occupation. The occupations are listed in alphabetical order by Standard Occupational Classification Titles. Keep in mind the work you actually do will depend on your employer, training, and experience.

Job Outlook

The first row in this column shows an estimate of the total number of workers in the occupation in Arkansas.

The second row shows an estimate of the number of openings expected each year in Arkansas for the occupation.

The third row shows an estimate of the rate of growth for the occupation in Arkansas. Above average is more than 5 percent, average is between 2 and 5 percent, below average is between 0 and 2 percent and decline is below 0 percent.

AA – Above Average

A – Average

BA – Below Average

D – Decline

The Arkansas Labor Market Information Section bases both the growth rate and annual openings data on occupational projections.

Education

This column lists education/work experience in a related occupation/training that is most commonly needed by workers to become fully qualified in the occupation. There may be other training and educational alternatives than those listed.

Education Required - First Row

Doctoral or professional degree (D) – Requires at least three years of full-time academic study beyond a bachelor's degree.

Master's degree (M) – Requires one or two years of full-time academic study beyond a bachelor's degree.

Bachelor's degree (B) – Requires four or five years of full-time academic study.

Associate degree (A) – Requires at least two years of full-time academic study.

Postsecondary non-degree award (PS) – Programs last a few weeks to more than a year; leads to a certificate or other award.

Some college, no degree (SC) – Requires the

completion of a high school diploma or equivalent plus the completion of one or more postsecondary courses that did not result in a degree or award.

High School diploma or equivalent (HS) – Requires the completion of high school or an equivalent program resulting in the award of a high school diploma or an equivalent, such as a GED.

Less than high school (LHS) – Signifies the completion of any level of primary or secondary education that did not result in the award of a high school diploma or an equivalent.

Work experience in a related occupation - Second Row

Requires experience in a related occupation by length of time (years) spent gaining related work experience.

5+ - Over 5 years

1 to 5 - 1 to 5 years

-1 - Less than one year

None

On-the-job training - Third Row

Internship/residency (I/R) – Training that involves preparation in a field such as medicine or teaching, generally under supervision in a professional setting.

Apprenticeship (App) – A formal relationship between a worker and sponsor that consists of a combination of on-the-job training and related occupation-specific technical instruction.

Long-term on-the-job training (LOJT) – Requires more than 12 months of training or a combination of work experience and classroom instruction.

Moderate-term on-the-job training (MOJT) – Requires one to 12 months of combined work experience and informal training.

Short-term on-the-job training (SOJT) – Requires a short demonstration of job duties or one month or less of on-the-job experience and informal training.

Estimated Earnings

This column shows an estimated mean hourly wage and annual salary in Arkansas for the occupation. This data is based on an semi-annual wage survey conducted by the Arkansas Labor Market Information Section. The actual pay for a job may vary depending on the geographic area, qualifications of the employee, and the pay scale of the employer.

N/A – Not Available

Occupation	Job Outlook	Education	Earnings
Accountants and Auditors 13-2011 Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others.	6,576 195 BA	B None None	\$29.34 \$61,020
Administrative Law Judges, Adjudicators, and Hearing Officers 23-1021 Conduct hearings to recommend or make decisions on claims concerning government programs or other government-related matters.	456 8 D	B 1 to 5 MOJT	\$32.38 \$67,350
Administrative Services Managers 11-3011 Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services.	2,568 73 BA	HS 1 to 5 None	\$35.43 \$73,690
Advertising and Promotions Managers 11-2011 Plan, direct, or coordinate advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or give-aways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.	181 9 A	B 1 to 5 None	\$38.92 \$80,940
Advertising Sales Agents 41-3011 Sell or solicit advertising space, time, or media in publications, signage, TV, radio, or Internet establishments or public spaces.	1,370 67 A	HS None MOJT	\$22.57 \$46,940
Aerospace Engineers 17-2011 Perform engineering duties in designing, constructing, and testing aircraft, missiles, and spacecraft. May conduct basic and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacture.	187 4 D	B None None	\$34.37 \$71,480
Agricultural and Food Science Technicians 19-4011 Work with agricultural and food scientists in food, fiber, and animal research, production, and processing; and assist with animal breeding and nutrition.	453 16 BA	A None None	\$16.39 \$34,090
Agricultural Inspectors 45-2011 Inspect agricultural commodities, processing equipment, and facilities, and fish and logging operations, to ensure compliance with regulations and laws governing health, quality, and safety.	465 12 D	B None MOJT	\$20.02 \$41,630
Ambulance Drivers and Attendants, Except Emergency Medical Technicians 53-3011 Drive ambulance or assist ambulance driver in transporting sick, injured, or convalescent persons. Assist in lifting patients.	101 4 A	HS None MOJT	\$12.04 \$25,040
Amusement and Recreation Attendants 39-3091 Perform a variety of attending duties at amusement or recreation facility. May schedule use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions and rides.	706 52 D	LHS None SOJT	\$9.34 \$19,420
Anesthesiologists 29-1061 Physicians who administer anesthetics prior to, during, or after surgery, or other medical procedures.	140 4 A	D None I/R	\$99.79 \$207,560
Animal Control Workers 33-9011 Handle animals for the purpose of investigations of mistreatment, or control of abandoned, dangerous, or unattended animals.	167 4 D	HS None MOJT	\$12.24 \$25,450
Animal Trainers 39-2011 Train animals for riding, harness, security, performance, or obedience, or assisting persons with disabilities. Accustom animals to human voice and contact; and condition animals to respond to commands.	508 10 A	HS None MOJT	\$15.05 \$31,310
Anthropologists and Archeologists 19-3091 Study the origin, development, and behavior of human beings. May study the way of life, language, or physical characteristics of people in various parts of the world.	59 3 A	M None None	\$33.51 \$69,710
Appraisers and Assessors of Real Estate 13-2021 Appraise real property and estimate its fair value. May assess taxes in accordance with prescribed schedules.	1,131 22 D	HS None App	\$16.22 \$33,740
Architects, Except Landscape and Naval 17-1011 Plan and design structures, such as private residences, office buildings, theaters, factories, and other structural property.	869 22 BA	B None I/R	\$31.49 \$65,490
Architectural and Civil Drafters 17-3011 Prepare detailed drawings of architectural and structural features of buildings or drawings and topographical relief maps used in civil engineering projects, such as highways, bridges, and public works.	602 11 D	A None None	\$21.21 \$44,120
Archivists 25-4011 Appraise, edit, and direct safekeeping of permanent records and historically valuable documents. Participate in research activities based on archival materials.	73 2 BA	B None None	\$22.86 \$47,550

Occupation	Job Outlook	Education	Earnings
Art Directors 27-1011 Formulate design concepts and presentation approaches for visual communications media, such as print, broadcasting, and advertising. Direct workers engaged in art work or layout design.	296 11 A	B 1 to 5 None	\$24.79 \$51,560
Athletic Trainers 29-9091 Evaluate and advise individuals to assist recovery from or avoid athletic-related injuries or illnesses, or maintain peak physical fitness. May provide first aid or emergency care.	216 10 A	B None None	N/A \$43,740
Audiologists 29-1181 Assess and treat persons with hearing and related disorders. May fit hearing aids and provide auditory training. May perform research related to hearing problems.	73 2 AA	D None None	\$31.06 \$64,610
Audio-Visual and Multimedia Collections Specialists 25-9011 Prepare, plan, and operate multimedia teaching aids for use in education. May record, catalogue, and file materials.	52 1 BA	B 1 to 5 None	\$19.44 \$40,440
Automotive Body and Related Repairers 49-3021 Repair and refinish automotive vehicle bodies and straighten vehicle frames.	1,461 41 BA	HS None MOJT	\$17.74 \$36,900
Automotive Glass Installers and Repairers 49-3022 Replace or repair broken windshields and window glass in motor vehicles.	384 14 A	HS None MOJT	\$13.29 \$27,650
Automotive Service Technicians and Mechanics 49-3023 Diagnose, adjust, repair, or overhaul automotive vehicles.	5,919 175 BA	HS None LOJT	\$16.33 \$33,970
Avionics Technicians 49-2091 Install, inspect, test, adjust, or repair avionics equipment, such as radar, radio, navigation, and missile control systems in aircraft or space vehicles.	118 2 D	PS None None	\$23.25 \$48,350
Bakers 51-3011 Mix and bake ingredients to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.	970 39 A	LHS None LOJT	\$10.27 \$21,370
Bill and Account Collectors 43-3011 Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment.	2,734 96 A	HS None MOJT	\$14.70 \$30,580
Biological Technicians 19-4021 Assist biological and medical scientists in laboratories. Set up, operate, and maintain laboratory instruments and equipment, monitor experiments, make observations, and calculate and record results.	241 8 D	B None None	\$17.61 \$36,630
Boilermakers 47-2011 Construct, assemble, maintain, and repair stationary steam boilers and boiler house auxiliaries. Align structures or plate sections to assemble boiler frame tanks or vats, following blueprints.	68 3 BA	HS None App	\$20.38 \$42,380
Bookkeeping, Accounting, and Auditing Clerks 43-3031 Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.	15,537 328 A	HS None MOJT	\$15.87 \$33,010
Brickmasons and Blockmasons 47-2021 Lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures.	655 31 AA	HS None App	\$17.33 \$36,050
Broadcast News Analysts 27-3021 Analyze, interpret, and broadcast news received from various sources.	60 2 D	B None None	\$26.63 \$55,390
Broadcast Technicians 27-4012 Set up, operate, and maintain the electronic equipment used to transmit radio and television programs. Control audio equipment to regulate volume level and quality of sound during radio and television broadcasts.	223 6 D	A None SOJT	\$16.92 \$35,190
Budget Analysts 13-2031 Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports.	576 12 BA	B None None	\$23.70 \$49,290
Bus and Truck Mechanics and Diesel Engine Specialists 49-3031 Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines.	3,226 92 BA	HS None LOJT	\$16.75 \$34,830
Bus Drivers, School or Special Client 53-3022 Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.	5,415 93 D	HS None MOJT	\$11.06 \$23,010

Occupation	Job Outlook	Education	Earnings
Bus Drivers, Transit and Intercity 53-3021 Drive bus or motor coach, including regular route operations, charters, and private carriage. May assist passengers with baggage. May collect fares or tickets.	243 4 D	HS None MOJT	N/A
Butchers and Meat Cutters 51-3021 Cut, trim, or prepare consumer-sized portions of meat for use or sale in retail establishments.	842 24 D	LHS None LOJT	\$11.84 \$24,630
Cabinetmakers and Bench Carpenters 51-7011 Cut, shape, and assemble wooden articles or set up and operate a variety of woodworking machines, such as power saws, jointers, and mortisers to surface, cut, or shape lumber or to fabricate parts for wood products.	976 22 D	HS None MOJT	\$14.61 \$30,400
Camera Operators, Television, Video, and Motion Picture 27-4031 Operate television, video, or motion picture camera to record images or scenes for various purposes, such as TV broadcasts, advertising, video production, or motion pictures.	76 3 A	B None MOJT	\$18.24 \$37,940
Cardiovascular Technologists and Technicians 29-2031 Conduct tests on pulmonary or cardiovascular systems of patients for diagnostic purposes. May conduct or assist in electrocardiograms, cardiac catheterizations, pulmonary functions, lung capacity, and similar tests. Includes vascular technologists.	322 10 A	A None None	\$23.20 \$48,250
Carpet Installers 47-2041 Lay and install carpet from rolls or blocks on floors. Install padding and trim flooring materials.	226 6 BA	LHS None SOJT	\$14.68 \$30,540
Cashiers 41-2011 Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions and validate checks.	29,763 2,008 BA	LHS None SOJT	\$8.82 \$18,350
Cement Masons and Concrete Finishers 47-2051 Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; and use saws to cut expansion joints.	1,062 34 A	LHS None MOJT	\$15.14 \$31,500
Chefs and Head Cooks 35-1011 Direct and may participate in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts.	487 15 A	HS 1 to 5 None	\$16.73 \$34,800
Chemical Engineers 17-2041 Design chemical plant equipment and devise processes for manufacturing chemicals and products, such as gasoline, synthetic rubber, plastics, detergents, cement, paper, and pulp, by applying principles and technology of chemistry, physics, and engineering.	153 7 A	B None None	\$37.86 \$78,740
Chemical Equipment Operators and Tenders 51-9011 Operate or tend equipment to control chemical changes or reactions in the processing of industrial or consumer products. Equipment used includes devulcanizers, steam-jacketed kettles, and reactor vessels.	486 39 AA	HS None MOJT	\$19.86 \$41,310
Chemists 19-2031 Conduct qualitative and quantitative chemical analyses or experiments in laboratories for quality or process control or to develop new products or knowledge.	352 17 A	B None None	\$34.06 \$70,850
Chief Executives 11-1011 Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body.	3,136 81 BA	B 5+ None	\$71.16 \$148,020
Child, Family, and School Social Workers 21-1021 Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children.	1,613 40 BA	B None None	\$17.80 \$37,010
Childcare Workers 39-9011 Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.	11,216 411 BA	HS None SOJT	\$8.70 \$18,090
Chiropractors 29-1011 Assess, treat, and care for patients by manipulation of spine and musculoskeletal system. May provide spinal adjustment or address sacral or pelvic misalignment.	520 14 BA	D None None	\$43.36 \$90,180
Claims Adjusters, Examiners, and Investigators 13-1031 Review settled claims to determine that payments and settlements are made in accordance with company practices and procedures.	1,921 62 BA	HS None LOJT	\$28.03 \$58,310
Clergy 21-2011 Conduct religious worship and perform other spiritual functions associated with beliefs and practices of religious faith or denomination. Provide spiritual and moral guidance and assistance to members.	2,627 81 A	B None MOJT	\$17.73 \$36,870

Occupation	Job Outlook	Education	Earnings
Clinical, Counseling, and School Psychologists 19-3031 Diagnose and treat mental disorders; learning disabilities; and cognitive, behavioral, and emotional problems, using individual, child, family, and group therapies. May design and implement behavior modification programs.	756 32 BA	D None I/R	\$30.01 \$62,420
Coaches and Scouts 27-2022 Instruct or coach groups or individuals in the fundamentals of sports. Demonstrate techniques and methods of participation. May evaluate athletes' strengths and weaknesses as possible recruits or to improve the athletes' technique to prepare them for competition.	1,517 79 AA	HS None LOJT	N/A \$48,900
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders 51-9121 Set up, operate, or tend machines to coat or paint any of a wide variety of products including, glassware, cloth, ceramics, metal, plastic, paper, or wood, with lacquer, silver, copper, rubber, varnish, glaze, enamel, oil, or rust-proofing materials.	784 19 BA	HS None MOJT	\$15.89 \$33,060
Coil Winders, Tapers, and Finishers 51-2021 Wind wire coils used in electrical components, such as resistors and transformers, and in electrical equipment and instruments, such as field cores, bobbins, armature cores, electrical motors, generators, and control equipment.	368 6 D	HS None SOJT	\$15.70 \$32,660
Coin, Vending, and Amusement Machine Servicers and Repairers 49-9091 Install, service, adjust, or repair coin, vending, or amusement machines including video games, juke boxes, pinball machines, or slot machines.	369 9 BA	HS None SOJT	\$14.34 \$29,820
Combined Food Preparation and Serving Workers, Including Fast Food 35-3021 Perform duties which combine preparing and serving food and nonalcoholic beverages.	21,668 1,310 AA	LHS None SOJT	\$8.26 \$17,190
Commercial and Industrial Designers 27-1021 Develop and design manufactured products, such as cars, home appliances, and children's toys. Combine artistic talent with research on product use, marketing, and materials to create the most functional and appealing product design.	143 4 BA	B None None	\$22.74 \$47,300
Compensation and Benefits Managers 11-3111 Plan, direct, or coordinate compensation and benefits activities of an organization.	190 6 A	B 1 to 5 None	\$52.31 \$108,810
Compensation, Benefits, and Job Analysis Specialists 13-1141 Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.	994 20 BA	B None None	\$22.54 \$46,880
Compliance Officers 13-1041 Examine, evaluate, and investigate eligibility for or conformity with laws and regulations governing contract compliance of licenses and permits, and perform other compliance and enforcement inspection and analysis activities not classified elsewhere.	1,965 34 BA	B None MOJT	\$25.11 \$52,230
Computer and Information Systems Managers 11-3021 Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.	1,393 30 BA	B 5+ None	\$50.11 \$104,220
Computer Hardware Engineers 17-2061 Research, design, develop, or test computer or computer-related equipment for commercial, industrial, military, or scientific use. May supervise the manufacturing and installation of computer or computer-related equipment and components.	140 5 A	B None None	\$40.04 \$83,290
Computer Operators 43-9011 Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. Monitor and respond to operating and error messages.	1,091 14 BA	HS None MOJT	\$16.67 \$34,670
Computer Programmers 15-1131 Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions.	4,136 134 BA	B None None	\$32.72 \$68,060
Computer, Automated Teller, and Office Machine Repairers 49-2011 Repair, maintain, or install computers, word processing systems, automated teller machines, and electronic office machines, such as duplicating and fax machines.	1,344 35 BA	PS None None	\$15.45 \$32,140
Computer-Controlled Machine Tool Operators, Metal and Plastic 51-4011 Operate computer-controlled machines or robots to perform one or more machine functions on metal or plastic work pieces.	2,388 154 AA	HS None MOJT	\$18.54 \$38,560
Conservation Scientists 19-1031 Manage, improve, and protect natural resources to maximize their use without damaging the environment. May conduct soil surveys and develop plans to eliminate soil erosion or to protect rangelands.	184 2 BA	B None None	\$33.70 \$70,100

Occupation	Job Outlook	Education	Earnings
Construction and Building Inspectors 47-4011 Inspect structures using engineering skills to determine structural soundness and compliance with specifications, building codes, and other regulations. Inspections may be general in nature or may be limited to a specific area, such as electrical systems or plumbing.	783 20 D	HS 5+ MOJT	\$21.41 \$44,530
Construction Laborers 47-2061 Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments.	9,713 107 BA	LHS None SOJT	\$11.77 \$24,480
Construction Managers 11-9021 Plan, direct, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems.	4,422 38 BA	A 5+ None	\$33.90 \$70,510
Continuous Mining Machine Operators 47-5041 Operate self-propelled mining machines that rip coal, metal and nonmetal ores, rock, stone, or sand from the mine face and load it onto conveyors or into shuttle cars in a continuous operation.	73 4 AA	HS None MOJT	\$18.26 \$37,970
Cooks, Fast Food 35-2011 Prepare and cook food in a fast food restaurant with a limited menu. Duties of these cooks are limited to preparation of a few basic items and normally involve operating large-volume single-purpose cooking equipment.	10,067 538 AA	LHS None SOJT	\$8.25 \$17,150
Cooks, Institution and Cafeteria 35-2012 Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias.	8,009 180 D	LHS None SOJT	\$9.61 \$20,000
Cooks, Restaurant 35-2014 Prepare, season, and cook dishes such as soups, meats, vegetables, or desserts in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.	7,212 376 AA	LHS -1 MOJT	\$9.16 \$19,050
Cooks, Short Order 35-2015 Prepare and cook to order a variety of foods that require only a short preparation time. May take orders from customers and serve patrons at counters or tables.	854 35 A	LHS None SOJT	\$8.75 \$18,200
Cooling and Freezing Equipment Operators and Tenders 51-9193 Operate or tend equipment, such as cooling and freezing units, refrigerators, batch freezers, and freezing tunnels, to cool or freeze products, food, blood plasma, and chemicals.	452 10 D	HS None MOJT	\$10.97 \$22,810
Cost Estimators 13-1051 Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service.	913 40 AA	B None None	\$26.46 \$55,040
Couriers and Messengers 43-5021 Pick up and deliver messages, documents, packages, and other items between offices or departments within an establishment or directly to other business concerns, traveling by foot, bicycle, motorcycle, automobile, or public conveyance.	673 24 A	HS None SOJT	\$11.87 \$24,690
Court Reporters 23-2091 Use verbatim methods and equipment to capture, store, retrieve, and transcribe pretrial and trial proceedings or other information.	288 4 BA	PS None SOJT	\$21.29 \$44,290
Crane and Tower Operators 53-7021 Operate mechanical boom and cable or tower and cable equipment to lift and move materials, machines, or products in many directions.	784 34 A	LHS 1 to 5 LOJT	\$16.12 \$33,530
Credit Analysts 13-2041 Analyze credit data and financial statements of individuals or firms to determine the degree of risk involved in extending credit or lending money. Prepare reports with credit information for use in decision making.	222 10 AA	B None None	\$24.37 \$50,690
Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders 51-9021 Set up, operate, or tend machines to crush, grind, or polish materials, such as coal, glass, grain, stone, food, or rubber.	512 18 BA	HS None MOJT	\$13.27 \$27,610
Curators 25-4012 Administer collections, such as artwork, collectibles, historic items, or scientific specimens of museums or other institutions. May conduct instructional, research, or public service activities of institution.	63 2 BA	M None None	\$21.96 \$45,670
Customer Service Representatives 43-4051 Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.	16,349 732 A	HS None SOJT	\$13.78 \$28,660
Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic 51-4031 Set up, operate, or tend machines to saw, cut, shear, slit, punch, crimp, notch, bend, or straighten metal or plastic material.	2,320 20 D	HS None MOJT	\$14.57 \$30,300

Occupation	Job Outlook	Education	Earnings
Database Administrators 15-1141			
Administer, test, and implement computer databases, applying knowledge of database management systems.	1,138	B	\$29.41
Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.	52	1 to 5	\$61,180
	AA	None	
Dental Assistants 31-9091	2,515	PS	\$13.74
Assist dentist, set up equipment, prepare patient for treatment, and keep records.	108	None	\$28,590
	A	None	
Dental Hygienists 29-2021	1,257	A	\$27.94
Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop x rays, or apply fluoride or sealants.	59	None	\$58,110
	AA	None	
Dental Laboratory Technicians 51-9081	339	HS	\$17.19
Construct and repair full or partial dentures or dental appliances.	13	None	\$35,750
	BA	MOJT	
Dentists, General 29-1021	1,243	D	\$77.23
Examine, diagnose, and treat diseases, injuries, and malformations of teeth and gums. May treat diseases of nerve, pulp, and other dental tissues affecting oral hygiene and retention of teeth. May fit dental appliances or provide preventive care.	48	None	\$160,640
	BA	I/R	
Derrick Operators, Oil and Gas 47-5011	746	LHS	\$25.42
Rig derrick equipment and operate pumps to circulate mud through drill hole.	35	None	\$52,870
	AA	SOJT	
Detectives and Criminal Investigators 33-3021	576	HS	\$23.81
Conduct investigations related to suspected violations of Federal, State, or local laws to prevent or solve crimes.	10	1 to 5	\$49,530
	D	MOJT	
Diagnostic Medical Sonographers 29-2032	356	A	\$27.76
Produce ultrasonic recordings of internal organs for use by physicians.	17	None	\$57,740
	AA	None	
Dietetic Technicians 29-2051	194	HS	\$11.02
Assist in the provision of food service and nutritional programs, under the supervision of a dietitian. May plan and produce meals based on established guidelines, teach principles of food and nutrition, or counsel individuals.	5	None	\$22,930
	A	MOJT	
Dietitians and Nutritionists 29-1031	509	B	\$24.26
Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. May supervise activities of a department providing quantity food services, counsel individuals, or conduct nutritional research.	20	None	\$50,470
	BA	I/R	
Directors, Religious Activities and Education 21-2021	1,443	B	\$22.27
Plan, direct, or coordinate programs designed to promote the religious education or activities of a denominational group. May provide counseling and guidance relative to marital, health, financial, and religious problems.	48	1 to 5	\$46,320
	A	None	
Dispatchers, Except Police, Fire, and Ambulance 43-5032	1,842	HS	\$16.92
Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business.	50	None	\$35,200
	A	MOJT	
Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic 51-4032	234	HS	\$15.74
Set up, operate, or tend drilling machines to drill, bore, ream, mill, or countersink metal or plastic work pieces.	2	None	\$32,740
	D	MOJT	
Drywall and Ceiling Tile Installers 47-2081	687	LHS	\$14.37
Apply plasterboard or other wallboard to ceilings or interior walls of buildings. Apply or mount acoustical tiles or blocks, strips, or sheets of shock-absorbing materials to ceilings and walls of buildings to reduce or reflect sound.	24	None	\$29,880
	BA	MOJT	
Earth Drillers, Except Oil and Gas 47-5021	141	HS	\$23.81
Operate a variety of drills such as rotary, churn, and pneumatic to tap sub-surface water and salt deposits, to remove core samples during mineral exploration or soil testing, and to facilitate the use of explosives in mining or construction.	5	None	\$49,530
	A	MOJT	
Economists 19-3011	104	B	\$39.05
Conduct research, prepare reports, or formulate plans to address economic problems related to the production and distribution of goods and services or monetary and fiscal policy.	4	None	\$81,230
	D	None	
Editors 27-3041	596	B	\$21.16
Plan, coordinate, or edit content of material for publication. May review proposals and drafts for possible publication. Includes technical editors.	17	1 to 5	\$44,010
	D	None	
Electric Motor, Power Tool, and Related Repairers 49-2092	216	PS	\$21.01
Repair, maintain, or install electric motors, wiring, or switches.	2	None	\$43,690
	BA	LOJT	

Occupation	Job Outlook	Education	Earnings
Electrical and Electronic Equipment Assemblers 51-2022 Assemble or modify electrical or electronic equipment, such as computers, test equipment telemetering systems, electric motors, and batteries.	704 11 D	HS None SOJT	\$13.86 \$28,820
Electrical and Electronics Drafters 17-3012 Prepare wiring diagrams, circuit board assembly diagrams, and layout drawings used for the manufacture, installation, or repair of electrical equipment.	113 2 D	A None None	\$23.51 \$48,900
Electrical and Electronics Repairers, Commercial and Industrial Equipment 49-2094 Repair, test, adjust, or install electronic equipment, such as industrial controls, transmitters, and antennas.	575 13 D	PS None LOJT	\$22.44 \$46,670
Electrical and Electronics Repairers, Powerhouse, Substation, and Relay 49-2095 Inspect, test, repair, or maintain electrical equipment in generating stations, substations, and in-service relays.	190 7 A	PS None LOJT	\$31.36 \$65,220
Electrical Engineers 17-2071 Research, design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.	519 12 D	B None None	\$34.66 \$72,090
Electrical Power-Line Installers and Repairers 49-9051 Install or repair cables or wires used in electrical power or distribution systems. May erect poles and light or heavy duty transmission towers.	1,608 62 BA	HS None LOJT	\$25.95 \$53,980
Electricians 47-2111 Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.	5,193 206 A	HS None App	\$19.92 \$41,440
Electromechanical Equipment Assemblers 51-2023 Assemble or modify electromechanical equipment or devices, such as servomechanisms, gyros, dynamometers, magnetic drums, tape drives, brakes, control linkage, actuators, and appliances.	288 4 D	HS None SOJT	\$14.79 \$30,760
Electronic Equipment Installers and Repairers, Motor Vehicles 49-2096 Install, diagnose, or repair communications, sound, security, or navigation equipment in motor vehicles.	109 2 D	PS None SOJT	\$13.54 \$28,160
Electronic Home Entertainment Equipment Installers and Repairers 49-2097 Repair, adjust, or install audio or television receivers, stereo systems, camcorders, video systems, or other electronic home entertainment equipment.	193 4 BA	PS None None	\$13.79 \$28,690
Electronics Engineers, Except Computer 17-2072 Research, design, develop, or test electronic components and systems for commercial, industrial, military, or scientific use employing knowledge of electronic theory and materials properties.	342 8 D	B None None	\$34.09 \$70,920
Elementary School Teachers, Except Special Education 25-2021 Teach students basic academic, social, and other formative skills in public or private schools at the elementary level.	12,649 366 BA	B None I/R	N/A \$44,810
Eligibility Interviewers, Government Programs 43-4061 Determine eligibility of persons applying to receive assistance from government programs and agency resources, such as welfare, unemployment benefits, social security, and public housing.	1,980 50 D	A None MOJT	\$16.33 \$33,960
Embalmers 39-4011 Prepare bodies for interment in conformity with legal requirements.	179 8 A	PS None SOJT	\$19.04 \$39,600
Emergency Medical Technicians and Paramedics 29-2041 Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.	2,042 73 A	PS None None	\$14.48 \$30,110
Environmental Engineers 17-2081 Research, design, plan, or perform engineering duties in the prevention, control, and remediation of environmental hazards using various engineering disciplines. Work may include waste treatment, site remediation, or pollution control technology.	155 5 BA	B None None	\$38.80 \$80,700
Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic 51-4021 Set up, operate, or tend machines to extrude or draw thermoplastic or metal materials into tubes, rods, hoses, wire, bars, or structural shapes.	1,197 22 D	HS None MOJT	\$15.60 \$32,460
Fallers 45-4021 Use axes or chainsaws to fell trees using knowledge of tree characteristics and cutting techniques to control direction of fall and minimize tree damage.	471 10 D	HS None MOJT	\$16.53 \$34,380

Occupation	Job Outlook	Education	Earnings
Family and General Practitioners 29-1062	1,409	D	
Physicians who diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population. May refer patients to specialists when needed for further diagnosis or treatment.	56	None	\$102.92
	A	I/R	\$214,080
Fence Erectors 47-4031	320	HS	
Erect and repair fences and fence gates, using hand and power tools.	9	None	\$12.96
	BA	MOJT	\$26,970
Film and Video Editors 27-4032	58	B	
Edit moving images on film, video, or other media. May edit or synchronize soundtracks with images.	3	1 to 5	\$20.45
	AA	None	\$42,530
Financial Analysts 13-2051	1,071	B	
Conduct quantitative analyses of information affecting investment programs of public or private institutions.	37	None	\$35.62
	A	None	\$74,080
Financial Examiners 13-2061	207	B	
Enforce or ensure compliance with laws and regulations governing financial and securities institutions and financial and real estate transactions. May examine, verify, or authenticate records.	7	None	\$34.20
	A	MOJT	\$71,130
Financial Managers 11-3031	3,630	B	
Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.	80	5+	\$45.71
	BA	None	\$95,070
Fire Inspectors and Investigators 33-2021	42	HS	
Control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster assistance.	1	5+	\$22.19
	D	MOJT	\$46,150
Firefighters 33-2011	2,520	PS	
Inspect buildings to detect fire hazards and enforce local ordinances and State laws, or investigate and gather facts to determine cause of fires and explosions.	64	None	\$16.62
	D	LOJT	\$34,580
First-Line Supervisors of Construction Trades and Extraction Workers 47-1011	5,805	HS	
Directly supervise and coordinate activities of construction or extraction workers.	175	5+	\$23.49
	BA	None	\$48,860
First-Line Supervisors of Correctional Officers 33-1011	228	HS	
Directly supervise and coordinate activities of correctional officers and jailers.	8	1 to 5	\$22.21
	D	MOJT	\$46,190
First-Line Supervisors of Fire Fighting and Prevention Workers 33-1021	469	PS	
Directly supervise and coordinate activities of workers engaged in fire fighting and fire prevention and control.	22	1 to 5	\$22.50
	D	None	\$46,800
First-Line Supervisors of Food Preparation and Serving Workers 35-1012	8,775	HS	
Directly supervise and coordinate activities of workers engaged in preparing and serving food.	390	1 to 5	\$12.84
	A	None	\$26,710
First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand 53-1021	1,651	HS	
Directly supervise and coordinate the activities of helpers, laborers, or material movers.	64	1 to 5	\$20.03
	A	None	\$41,670
First-Line Supervisors of Housekeeping and Janitorial Workers 37-1011	1,885	HS	
Directly supervise and coordinate work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.	26	1 to 5	\$14.06
	BA	None	\$29,240
First-Line Supervisors of Retail Sales Workers 41-1011	18,062	HS	
Directly supervise and coordinate activities of retail sales workers in an establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.	552	1 to 5	\$16.37
	BA	None	\$34,050
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators 53-1031	2,200	HS	
Directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators and helpers.	52	1 to 5	\$23.12
	BA	None	\$48,100
Fish and Game Wardens 33-3031	182	HS	
Patrol assigned area to prevent fish and game law violations. Investigate reports of damage to crops or property by wildlife. Compile biological data.	4	None	\$22.54
	D	SOJT	\$46,880
Food Batchmakers 51-3092	1,154	HS	
Set up and operate equipment that mixes or blends ingredients used in the manufacturing of food products. Includes candy makers and cheese makers.	32	-1	\$10.57
	D	SOJT	\$22,000

Occupation	Job Outlook	Education	Earnings
Food Cooking Machine Operators and Tenders 51-3093 Operate or tend cooking equipment, such as steam cooking vats, deep fry cookers, pressure cookers, kettles, and boilers, to prepare food products.	512 14 D	HS -1 SOJT	\$11.87 \$24,690
Food Preparation Workers 35-2021 Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.	6,201 322 A	LHS None SOJT	\$8.68 \$18,060
Food Servers, Nonrestaurant 35-3041 Serve food to individuals outside of a restaurant environment, such as in hotel rooms, hospital rooms, residential care facilities, or cars.	3,872 220 AA	LHS None SOJT	\$8.36 \$17,400
Food Service Managers 11-9051 Plan, direct, or coordinate activities of an organization or department that serves food and beverages.	3,704 117 A	HS 1 to 5 None	\$23.40 \$48,670
Forging Machine Setters, Operators, and Tenders, Metal and Plastic 51-4022 Set up, operate, or tend forging machines to taper, shape, or form metal or plastic parts.	300 10 A	HS None MOJT	\$15.21 \$31,640
Foundry Mold and Coremakers 51-4071 Make or form wax or sand cores or molds used in the production of metal castings in foundries.	171 4 BA	HS None MOJT	\$13.69 \$28,470
Gas Compressor and Gas Pumping Station Operators 53-7071 Operate steam, gas, electric motor, or internal combustion engine driven compressors. Transmit, compress, or recover gases, such as butane, nitrogen, hydrogen, and natural gas.	43 2 D	LHS None MOJT	\$27.65 \$57,510
Gas Plant Operators 51-8092 Distribute or process gas for utility companies and others by controlling compressors to maintain specified pressures on main pipelines.	174 6 D	HS None LOJT	\$25.06 \$52,130
Geoscientists, Except Hydrologists and Geographers 19-2042 Study the composition, structure, and other physical aspects of the Earth. May use geological, physics, and mathematics knowledge in exploration for oil, gas, minerals, or underground water; or in waste disposal, land reclamation, or other environmental problems.	97 2 BA	B None None	\$31.14 \$64,770
Graphic Designers 27-1024 Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.	1,405 50 BA	B None None	\$17.48 \$36,360
Hairdressers, Hairstylists, and Cosmetologists 39-5012 Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.	3,243 98 A	PS None None	\$12.97 \$26,990
Hazardous Materials Removal Workers 47-4041 Identify, remove, pack, transport, or dispose of hazardous materials, including asbestos, lead-based paint, waste oil, fuel, transmission fluid, radioactive materials, or contaminated soil.	309 16 AA	HS None MOJT	\$18.01 \$37,460
Health and Safety Engineers, Except Mining Safety Engineers and Inspectors 17-2111 Promote worksite or product safety by applying knowledge of industrial processes, mechanics, chemistry, psychology, and industrial health and safety laws. Includes industrial product safety engineers.	98 4 A	B None None	\$30.27 \$62,970
Health Educators 21-1091 Provide and manage health education programs that help individuals, families, and their communities maximize and maintain healthy lifestyles.	357 16 A	B None None	\$23.14 \$48,140
Heating, Air Conditioning, and Refrigeration Mechanics and Installers 49-9021 Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.	2,515 98 A	PS None LOJT	\$17.83 \$37,090
Heavy and Tractor-Trailer Truck Drivers 53-3032 Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license.	33,238 938 BA	HS 1 to 5 SOJT	\$17.85 \$37,130
Home Health Aides 31-1011 Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility.	9,390 438 AA	LHS None SOJT	\$8.79 \$18,280
Human Resources Assistants, Except Payroll and Timekeeping 43-4161 Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination.	1,691 68 A	HS None SOJT	\$16.81 \$34,970

Occupation	Job Outlook	Education	Earnings
Human Resources Managers 11-3121 Plan, direct, or coordinate human resources activities and staff of an organization.	679 24 A	B 1 to 5 None	\$45.24 \$94,090
Industrial Engineering Technicians 17-3026 Apply engineering theory and principles to problems of industrial layout or manufacturing production, usually under the direction of engineering staff.	239 10 A	A None None	\$22.02 \$45,790
Industrial Engineers 17-2112 Design, develop, test, and evaluate integrated systems for managing industrial production processes, including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination.	1,368 28 D	B None None	\$34.79 \$72,360
Industrial Machinery Mechanics 49-9041 Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems.	5,019 211 A	HS None LOJT	\$21.66 \$45,060
Industrial Production Managers 11-3051 Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.	1,728 50 BA	B 1 to 5 None	\$38.19 \$79,440
Industrial Truck and Tractor Operators 53-7051 Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.	7,511 242 BA	LHS -1 SOJT	\$13.28 \$27,620
Information Security Analysts, Web Developers, and Computer Network Architects 15-1179 Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system.	2,878 80 A	B 1 to 5 None	N/A
Instructional Coordinators 25-9031 Develop instructional material, coordinate educational content, and incorporate current technology in specialized fields that provide guidelines to educators and instructors for developing curricula and conducting courses.	1,450 44 BA	M 5+ None	\$28.73 \$59,760
Insurance Appraisers, Auto Damage 13-1032 Appraise automobile or other vehicle damage to determine repair costs for insurance claim settlement. Prepare insurance forms to indicate repair cost or cost estimates and recommendations.	73 4 A	PS None MOJT	\$23.29 \$48,450
Insurance Claims and Policy Processing Clerks 43-9041 Process new insurance policies, modifications to existing policies, and claims forms. Obtain information from policyholders to verify the accuracy and completeness of information on claims forms, applications and related documents, and company records.	1,445 75 A	HS None MOJT	\$15.38 \$31,990
Insurance Sales Agents 41-3021 Sell life, property, casualty, health, automotive, or other types of insurance. May refer clients to independent brokers, work as an independent broker, or be employed by an insurance company.	3,233 214 AA	HS None MOJT	\$23.93 \$49,780
Interior Designers 27-1025 Plan, design, and furnish interiors of residential, commercial, or industrial buildings. Formulate design which is practical, aesthetic, and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style.	217 8 BA	B None None	\$19.16 \$39,860
Internists, General 29-1063 Physicians who diagnose and provide non-surgical treatment of diseases and injuries of internal organ systems. Provide care mainly for adults who have a wide range of problems associated with the internal organs.	178 7 A	D None I/R	\$102.97 \$214,170
Interpreters and Translators 27-3091 Interpret oral or sign language, or translate written text from one language into another.	122 5 A	B None LOJT	\$15.32 \$31,860
Interviewers, Except Eligibility and Loan 43-4111 Interview persons by telephone, mail, in person, or by other means for the purpose of completing forms, applications, or questionnaires. Ask specific questions, record answers, and assist persons with completing form.	2,121 61 BA	HS None SOJT	\$12.80 \$26,630
Janitors and Cleaners, Except Maids and Housekeeping Cleaners 37-2011 Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish.	20,011 588 A	LHS None SOJT	\$9.83 \$20,450
Kindergarten Teachers, Except Special Education 25-2012 Teach elemental natural and social science, personal hygiene, music, art, and literature to kindergarten students. Promote physical, mental, and social development. May be required to hold State certification.	2,577 86 BA	B None I/R	N/A \$44,520
Landscape Architects 17-1012 Plan and design land areas for projects such as parks and other recreational facilities, airports, highways, hospitals, schools, land subdivisions, and commercial, industrial, and residential sites.	96 2 BA	B None I/R	\$25.88 \$53,840

Occupation	Job Outlook	Education	Earnings
Lawyers 23-1011 Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.	4,418 103 BA	D None None	\$44.04 \$91,610
Legal Secretaries 43-6012 Perform secretarial duties using legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.	958 19 BA	HS None MOJT	\$15.79 \$32,830
Licensed Practical and Licensed Vocational Nurses 29-2061 Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.	12,433 476 A	PS None None	\$16.97 \$35,300
Loan Interviewers and Clerks 43-4131 Interview loan applicants to elicit information; investigate applicants' backgrounds and verify references; prepare loan request papers; and forward findings, reports, and documents to appraisal department.	1,517 36 BA	HS None SOJT	\$15.11 \$31,430
Loan Officers 13-2072 Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and payment methods. Includes mortgage loan officers and agents, collection analysts, loan servicing officers, and loan underwriters.	2,268 106 A	HS None MOJT	\$31.28 \$65,050
Lodging Managers 11-9081 Plan, direct, or coordinate activities of an organization or department that provides lodging and other accommodations.	596 20 BA	HS 1 to 5 None	\$18.50 \$38,480
Log Graders and Scalers 45-4023 Grade logs or estimate the marketable content or value of logs or pulpwood in sorting yards, millpond, log deck, or similar locations. Inspect logs for defects or measure logs to determine volume.	193 4 D	HS None MOJT	\$15.71 \$32,680
Machine Feeders and Offbearers 53-7063 Feed materials into or remove materials from machines or equipment that is automatic or tended by other workers.	3,467 64 D	LHS None SOJT	\$14.63 \$30,430
Machinists 51-4041 Set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments.	3,822 102 BA	HS None LOJT	\$16.68 \$34,690
Maids and Housekeeping Cleaners 37-2012 Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels and hospitals, in a clean and orderly manner.	9,044 197 BA	LHS None SOJT	\$8.38 \$17,430
Maintenance Workers, Machinery 49-9043 Lubricate machinery, change parts, or perform other routine machinery maintenance.	1,101 28 BA	HS None MOJT	\$17.61 \$36,620
Management Analysts 13-1111 Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively.	2,516 57 BA	B 1 to 5 None	\$30.30 \$63,030
Manicurists and Pedicurists 39-5092 Clean and shape customers' fingernails and toenails. May polish or decorate nails.	122 4 A	PS None None	\$8.79 \$18,290
Market Research Analysts and Marketing Specialists 13-1161 Research market conditions in local, regional, or national areas, or gather information to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution.	1,595 94 AA	B None None	\$29.72 \$61,810
Marketing Managers 11-2021 Plan, direct, or coordinate marketing policies and programs, such as determining the demand for products and services offered by a firm and its competitors, and identify potential customers.	951 41 A	B 1 to 5 None	\$56.77 \$118,070
Materials Engineers 17-2131 Evaluate materials and develop machinery and processes to manufacture materials for use in products that must meet specialized design and performance specifications. Develop new uses for known materials.	65 3 A	B None None	\$36.36 \$75,620
Meat, Poultry, and Fish Cutters and Trimmers 51-3022 Use hand or hand tools to perform routine cutting and trimming of meat, poultry, and seafood.	7,373 273 BA	LHS None SOJT	\$10.40 \$21,630
Mechanical Drafters 17-3013 Prepare detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information.	403 8 BA	A None None	\$24.34 \$50,630

Occupation	Job Outlook	Education	Earnings
Mechanical Engineers 17-2141 Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems.	1,114 38 BA	B None None	\$34.21 \$71,160
Medical and Clinical Laboratory Technicians 29-2012 Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.	1,525 35 BA	A None None	\$16.63 \$34,580
Medical and Clinical Laboratory Technologists 29-2011 Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff.	1,221 21 BA	B None None	\$23.75 \$49,410
Medical and Health Services Managers 11-9111 Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.	2,127 73 A	B None None	\$36.41 \$75,730
Medical Appliance Technicians 51-9082 Construct, fit, maintain, or repair medical supportive devices, such as braces, orthotics and prosthetic devices, joints, arch supports, and other surgical and medical appliances.	171 5 D	HS None LOJT	\$16.65 \$34,630
Medical Assistants 31-9092 Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes.	1,897 72 A	HS None MOJT	\$12.88 \$26,780
Medical Equipment Preparers 31-9093 Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks and operate or inspect equipment.	202 5 BA	HS None MOJT	\$12.55 \$26,090
Medical Equipment Repairers 49-9062 Test, adjust, or repair biomedical or electromedical equipment.	206 10 A	A None MOJT	\$16.01 \$33,310
Medical Records and Health Information Technicians 29-2071 Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system.	1,514 53 A	PS None None	\$15.21 \$31,640
Medical Scientists, Except Epidemiologists 19-1042 Conduct research dealing with the understanding of human diseases and the improvement of human health. Engage in clinical investigation, research and development, or other related activities.	278 9 AA	D None None	\$35.21 \$73,240
Medical Secretaries 43-6013 Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.	2,180 90 AA	HS None MOJT	\$13.11 \$27,270
Meeting, Convention, and Event Planners 13-1121 Coordinate activities of staff, convention personnel, or clients to make arrangements for group meetings, events, or conventions.	324 14 A	B -1 None	\$17.18 \$35,740
Meter Readers, Utilities 43-5041 Read meter and record consumption of electricity, gas, water, or steam.	814 23 D	HS None SOJT	\$14.07 \$29,260
Microbiologists 19-1022 Investigate the growth, structure, development, and other characteristics of microscopic organisms, such as bacteria, algae, or fungi.	173 4 BA	B None None	\$33.62 \$69,920
Middle School Teachers, Except Special and Career/Technical Education 25-2022 Teach students in one or more subjects in public or private schools at the middle, intermediate, or junior high level, which falls between elementary and senior high school as defined by applicable laws and regulations.	7,297 210 BA	B None I/R	N/A \$47,200
Millwrights 49-9044 Install, dismantle, or move machinery and heavy equipment according to layout plans, blueprints, or other drawings.	562 12 D	HS None LOJT	\$20.55 \$42,740
Mixing and Blending Machine Setters, Operators, and Tenders 51-9023 Set up, operate, or tend machines to mix or blend materials, such as chemicals, tobacco, liquids, color pigments, or explosive ingredients.	1,250 66 A	HS None MOJT	\$17.55 \$36,510
Mobile Heavy Equipment Mechanics, Except Engines 49-3042 Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and surface mining.	1,192 44 A	HS None LOJT	\$18.31 \$38,090

Occupation	Job Outlook	Education	Earnings
Motorboat Mechanics and Service Technicians 49-3051 Repair and adjust electrical and mechanical equipment of inboard or inboard-outboard boat engines.	180 10 AA	HS None LOJT	\$14.70 \$30,590
Museum Technicians and Conservators 25-4013 Restore, maintain, or prepare objects in museum collections for storage, research, or exhibit. May work with specimens such as fossils, skeletal parts, or botanicals; or artifacts, textiles, or art. May identify and record objects or install and arrange them in exhibits.	92 2 BA	B None None	\$14.71 \$30,600
Natural Sciences Managers 11-9121 Plan, direct, or coordinate activities in such fields as life sciences, physical sciences, mathematics, statistics, and research and development in these fields.	255 6 BA	B 5+ None	\$48.44 \$100,760
Network and Computer Systems Administrators 15-1142 Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system.	2,446 97 A	B None None	\$31.97 \$66,490
Obstetricians and Gynecologists 29-1064 Physicians who provide medical care related to pregnancy or childbirth and those who diagnose, treat, and help prevent diseases of women, particularly those affecting the reproductive system. May also provide general medical care to women.	274 11 A	D None I/R	\$115.44 \$240,120
Occupational Health and Safety Specialists 29-9011 Review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors.	717 28 BA	B None MOJT	\$27.04 \$56,250
Occupational Health and Safety Technicians 29-9012 Collect data on work environments for analysis by occupational health and safety specialists. Implement and conduct evaluation of programs designed to limit chemical, physical, biological, and ergonomic risks to workers.	82 2 BA	HS None MOJT	\$19.21 \$39,960
Occupational Therapists 29-1122 Under close supervision of an occupational therapist or occupational therapy assistant, perform only delegated, selected, or routine tasks in specific situations. These duties include preparing patient and treatment room.	1,069 44 A	M None None	\$35.66 \$74,160
Occupational Therapy Aides 31-2012 Assist occupational therapists in providing occupational therapy treatments and procedures. May, in accordance with State laws, assist in development of treatment plans, carry out routine functions, direct activity programs, and document the progress of treatments.	36 0 A	HS None SOJT	\$12.23 \$25,440
Occupational Therapy Assistants 31-2011 Assess, plan, organize, and participate in rehabilitative programs that help build or restore vocational, homemaking, and daily living skills, as well as general independence, to persons with disabilities or developmental delays.	143 8 AA	A None None	\$24.44 \$50,840
Opticians, Dispensing 29-2081 Design, measure, fit, and adapt lenses and frames for client according to written optical prescription or specification. Assist client with inserting, removing, and caring for contact lenses. Assist client with selecting frames.	551 20 A	HS None LOJT	\$14.67 \$30,520
Optometrists 29-1041 Diagnose, manage, and treat conditions and diseases of the human eye and visual system. Examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses, and provide treatment.	564 27 A	D None None	\$46.71 \$97,150
Painters, Construction and Maintenance 47-2141 Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency.	2,134 52 BA	LHS None MOJT	\$14.86 \$30,910
Painters, Transportation Equipment 51-9122 Operate or tend painting machines to paint surfaces of transportation equipment, such as automobiles, buses, trucks, trains, boats, and airplanes. Includes painters in auto body repair facilities.	775 74 AA	HS None MOJT	\$16.61 \$34,540
Painting, Coating, and Decorating Workers 51-9123 Paint, coat, or decorate articles, such as furniture, glass, plateware, pottery, jewelry, toys, books, or leather.	181 9 AA	HS None MOJT	\$16.22 \$33,730
Paper Goods Machine Setters, Operators, and Tenders 51-9196 Set up, operate, or tend paper goods machines that perform a variety of functions, such as converting, sawing, corrugating, banding, wrapping, boxing, stitching, forming, or sealing paper or paperboard sheets into products.	1,977 20 D	HS None MOJT	\$17.69 \$36,800
Paralegals and Legal Assistants 23-2011 Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.	1,816 60 A	A None None	\$18.41 \$38,290
Paving, Surfacing, and Tamping Equipment Operators 47-2071 Operate equipment used for applying concrete, asphalt, or other materials to road beds, parking lots, or airport runways and taxiways, or equipment used for tamping gravel, dirt, or other materials.	866 16 D	HS None MOJT	\$13.95 \$29,010

Occupation	Job Outlook	Education	Earnings
Payroll and Timekeeping Clerks 43-3051	1,711	HS	
Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.	44	None	\$16.33
	BA	MOJT	\$33,960
	267	D	
Pediatricians, General 29-1065	11	None	\$78.53
Physicians who diagnose, treat, and help prevent children's diseases and injuries.	A	I/R	\$163,340
	11,160	LHS	\$8.59
Personal Care Aides 39-9021	702	None	\$17,870
Assist the elderly, convalescents, or persons with disabilities with daily living activities at the person's home or in a care facility. Duties performed at a place of residence may include keeping house (making beds, doing laundry, washing dishes) and preparing meals.	AA	SOJT	
	677	B	\$41.87
Personal Financial Advisors 13-2052	22	None	\$87,090
Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives.	A	None	
	57	B	
Petroleum Engineers 17-2171	3	None	N/A
Devise methods to improve oil and gas extraction and production and determine the need for new or modified tool designs. Oversee drilling and offer technical advice.	AA	None	
	307	HS	\$19.31
Petroleum Pump System Operators, Refinery Operators, and Gaugers 51-8093	16	None	\$40,150
Operate or control petroleum refining or processing units. May specialize in controlling manifold and pumping systems, gauging or testing oil in storage tanks, or regulating the flow of oil into pipelines.	A	LOJT	
	2,960	D	\$53.39
Pharmacists 29-1051	83	None	\$111,050
Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.	BA	None	
	636	HS	\$9.49
Pharmacy Aides 31-9095	8	None	\$19,750
Record drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs. May operate cash register and accept prescriptions for filling.	D	SOJT	
	3,667	HS	\$12.59
Pharmacy Technicians 29-2052	74	None	\$26,190
Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.	BA	MOJT	
	253	HS	\$10.92
Physical Therapist Aides 31-2022	9	None	\$22,720
Under close supervision of a physical therapist or physical therapy assistant, perform only delegated, selected, or routine tasks in specific situations. These duties include preparing the patient and the treatment area.	AA	MOJT	
	1,672	D	\$36.37
Physical Therapists 29-1123	60	None	\$75,640
Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and improve or correct disabling conditions resulting from disease or injury.	AA	None	
	435	HS	\$16.45
Pipelayers 47-2151	12	None	\$34,220
Lay pipe for storm or sanitation sewers, drains, and water mains. Perform any combination of the following tasks: grade trenches or culverts, position pipe, or seal joints.	D	SOJT	
	58	LHS	\$16.88
Plasterers and Stucco Masons 47-2161	1	None	\$35,120
Apply interior or exterior plaster, cement, stucco, or similar materials. May also set ornamental plaster.	D	LOJT	
	665	HS	\$14.19
Plating and Coating Machine Setters, Operators, and Tenders, Metal and Plastic 51-4193	17	None	\$29,520
Set up, operate, or tend plating or coating machines to coat metal or plastic products with chromium, zinc, copper, cadmium, nickel, or other metal to protect or decorate surfaces. Includes electrolytic processes.	BA	MOJT	
	3,392	HS	\$20.15
Plumbers, Pipefitters, and Steamfitters 47-2152	140	None	\$41,910
Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinklerfitters.	A	App	
	54	D	\$54.66
Podiatrists 29-1081	1	None	\$113,690
Diagnose and treat diseases and deformities of the human foot.	BA	I/R	
	1,233	HS	\$11.99
Police, Fire, and Ambulance Dispatchers 43-5031	20	None	\$24,940
Operate radio, telephone, or computer equipment at emergency response centers. Receive reports from the public of crimes, disturbances, fires, and medical or police emergencies. Relay information to law enforcement and emergency response personnel.	D	MOJT	
	221	HS	\$17.53
Pourers and Casters, Metal 51-4052	9	None	\$36,460
Operate hand-controlled mechanisms to pour and regulate the flow of molten metal into molds to produce castings or ingots.	A	MOJT	

Occupation	Job Outlook	Education	Earnings
Power Distributors and Dispatchers 51-8012 Coordinate, regulate, or distribute electricity or steam.	291 12 A	HS None LOJT	\$33.98 \$70,670
Power Plant Operators 51-8013 Control, operate, or maintain machinery to generate electric power. Includes auxiliary equipment operators.	349 12 BA	HS None LOJT	\$29.47 \$61,300
Preschool Teachers, Except Special Education 25-2011 Instruct preschool-aged children in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility.	4,499 161 A	A None None	\$14.49 \$30,140
Print Binding and Finishing Workers 51-5113 Bind books and other publications or finish printed products by hand or machine. May set up binding and finishing machines.	490 15 D	HS None SOJT	\$15.99 \$33,260
Private Detectives and Investigators 33-9021 Gather, analyze, compile and report information regarding individuals or organizations to clients, or detect occurrences of unlawful acts or infractions of rules in private establishment.	43 2 A	SC 1 to 5 MOJT	\$25.26 \$52,530
Production, Planning, and Expediting Clerks 43-5061 Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule.	2,407 59 D	HS None MOJT	\$19.11 \$39,750
Property, Real Estate, and Community Association Managers 11-9141 Plan, direct, or coordinate the selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties.	2,979 76 BA	HS 1 to 5 None	\$22.68 \$47,180
Psychiatric Aides 31-1013 Assist mentally impaired or emotionally disturbed patients, working under direction of nursing and medical staff. May assist with daily living activities, lead patients in educational and recreational activities, or accompany patients to and from examinations and treatments. May restrain violent patients. Includes psychiatric orderlies.	787 26 A	HS None SOJT	\$9.84 \$20,470
Psychiatric Technicians 29-2053 Care for individuals with mental or emotional conditions or disabilities, following the instructions of physicians or other health practitioners. Monitor patients' physical and emotional well-being and report to medical staff.	664 33 AA	PS None SOJT	\$10.71 \$22,270
Psychiatrists 29-1066 Physicians who diagnose, treat, and help prevent disorders of the mind.	148 4 A	D None I/R	\$82.66 \$171,940
Public Address System and Other Announcers 27-3012 Make announcements over public address system at sporting or other public events. May act as master of ceremonies or disc jockey at weddings, parties, clubs, or other gathering places.	41 1 A	HS None SOJT	\$10.77 \$22,400
Public Relations and Fundraising Managers 11-2031 Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client; or if engaged in fundraising, plan, direct, or coordinate activities to solicit and maintain funds for special projects or nonprofit organizations.	317 13 A	B 1 to 5 None	\$47.03 \$97,810
Public Relations Specialists 27-3031 Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media.	1,272 54 A	B None MOJT	\$22.06 \$45,880
Pump Operators, Except Wellhead Pumpers 53-7072 Tend, control, or operate power-driven, stationary, or portable pumps and manifold systems to transfer gases, oil, other liquids, slurries, or powdered materials to and from various vessels and processes.	194 10 A	LHS None MOJT	\$26.55 \$55,220
Purchasing Agents, Except Wholesale, Retail, and Farm Products 13-1023 Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing.	1,619 43 BA	HS None LOJT	\$24.47 \$50,900
Purchasing Managers 11-3061 Plan, direct, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services. Includes wholesale or retail trade merchandising managers and procurement managers.	514 20 A	B 5+ None	\$51.99 \$108,130
Radiation Therapists 29-1124 Provide radiation therapy to patients as prescribed by a radiologist according to established practices and standards.	162 6 AA	A None None	\$36.11 \$75,120
Radio and Television Announcers 27-3011 Speak or read from scripted materials, such as news reports or commercial messages, on radio or television. May announce artist or title of performance, identify station, or interview guests.	484 14 D	B None None	\$14.17 \$29,470

Occupation	Job Outlook	Education	Earnings
Radiologic Technologists and Technicians 29-2037 Take x rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other scanning modalities.	2,347 78 A	A None None	\$21.13 \$43,940
Real Estate Brokers 41-9021 Operate real estate office, or work for commercial real estate firm, overseeing real estate transactions. Other duties usually include selling real estate or renting properties and arranging loans.	296 6 BA	HS 1 to 5 None	N/A
Real Estate Sales Agents 41-9022 Rent, buy, or sell property for clients. Perform duties, such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts.	1,613 38 BA	HS None LOJT	\$17.32 \$36,040
Receptionists and Information Clerks 43-4171 Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization.	8,384 432 A	HS None SOJT	\$11.14 \$23,180
Recreation Workers 39-9032 Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members.	2,395 67 A	B None None	\$10.21 \$21,240
Recreational Therapists 29-1125 Plan, direct, or coordinate medically-approved recreation programs for patients in hospitals, nursing homes, or other institutions. Activities include sports, trips, dramatics, social activities, and arts and crafts.	187 8 A	B None None	\$18.03 \$37,510
Recreational Vehicle Service Technicians 49-3092 Diagnose, inspect, adjust, repair, or overhaul recreational vehicles including travel trailers. May specialize in maintaining gas, electrical, hydraulic, plumbing, or chassis/towing systems as well as repairing generators, appliances, and interior components.	202 13 AA	HS None LOJT	\$13.62 \$28,340
Registered Nurses 29-1141 Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients.	23,985 745 A	A None None	\$26.62 \$55,360
Rehabilitation Counselors 21-1015 Counsel individuals to maximize the independence and employability of persons coping with personal, social, and vocational difficulties that result from birth defects, illness, disease, accidents, or the stress of daily life.	285 9 A	M None None	\$17.84 \$37,110
Reinforcing Iron and Rebar Workers 47-2171 Position and secure steel bars or mesh in concrete forms in order to reinforce concrete. Use a variety of fasteners, rod-bending machines, blowtorches, and hand tools. Includes rod busters.	70 4 A	HS None App	\$16.05 \$33,390
Reporters and Correspondents 27-3022 Collect and analyze facts about newsworthy events by interview, investigation, or observation. Report and write stories for newspaper, news magazine, radio, or television.	519 18 D	B None None	\$14.70 \$30,570
Respiratory Therapists 29-1126 Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians.	972 30 A	A None None	\$22.92 \$47,680
Respiratory Therapy Technicians 29-2054 Provide respiratory care under the direction of respiratory therapists and physicians.	363 5 D	A None MOJT	\$19.33 \$40,210
Retail Salespersons 41-2031 Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers.	35,632 1,624 A	LHS None SOJT	\$10.86 \$22,590
Riggers 49-9096 Set up or repair rigging for construction projects, manufacturing plants, logging yards, ships and shipyards, or for the entertainment industry.	98 4 A	HS None SOJT	\$18.17 \$37,800
Roofers 47-2181 Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, or related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.	937 21 BA	LHS None MOJT	\$15.44 \$32,110
Rotary Drill Operators, Oil and Gas 47-5012 Set up or operate a variety of drills to remove underground oil and gas, or remove core samples for testing during oil and gas exploration.	701 32 AA	LHS None MOJT	\$25.25 \$52,520
Roustabouts, Oil and Gas 47-5071 Assemble or repair oil field equipment using hand and power tools. Perform other tasks as needed.	1,085 50 AA	LHS None MOJT	\$18.84 \$39,180

Occupation	Job Outlook	Education	Earnings
Secondary School Teachers, Except Special and Career/Technical Education 25-2031 Teach students in one or more subjects, such as English, mathematics, or social studies at the secondary level in public or private schools. May be designated according to subject matter specialty.	9,948 270 D	B None I/R	N/A \$47,270
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive 43-6014 Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.	22,571 356 BA	HS None SOJT	\$13.26 \$27,590
Securities, Commodities, and Financial Services Sales Agents 41-3031 Buy and sell securities or commodities in investment and trading firms, or provide financial services to businesses and individuals. May advise customers about stocks, bonds, mutual funds, commodities, and market conditions.	1,024 33 BA	B None MOJT	\$44.58 \$92,730
Security and Fire Alarm Systems Installers 49-2098 Install, program, maintain, and repair security and fire alarm wiring and equipment. Ensure that work is in accordance with relevant codes.	389 18 AA	HS None MOJT	\$15.34 \$31,900
Security Guards 33-9032 Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment.	6,224 157 A	HS None SOJT	\$11.02 \$22,920
Self-Enrichment Education Teachers 25-3021 Teach or instruct courses other than those that normally lead to an occupational objective or degree. Courses may include self-improvement, nonvocational, and nonacademic subjects.	1,650 46 A	HS 1 to 5 None	\$14.75 \$30,680
Service Unit Operators, Oil, Gas, and Mining 47-5013 Operate equipment to increase oil flow from producing wells or to remove stuck pipe, casing, tools, or other obstructions from drilling wells. May also perform similar services in mining exploration operations. Includes fishing-tool technicians.	516 26 AA	LHS None MOJT	\$20.60 \$42,850
Sheet Metal Workers 47-2211 Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings.	1,418 32 BA	HS None App	\$15.69 \$32,630
Shipping, Receiving, and Traffic Clerks 43-5071 Verify and maintain records on incoming and outgoing shipments. Prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.	5,394 136 D	HS None SOJT	\$13.71 \$28,510
Social and Community Service Managers 11-9151 Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits.	1,253 43 A	B 1 to 5 None	\$24.54 \$51,040
Software Developers, Applications 15-1132 Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency.	1,665 44 A	B None None	\$36.90 \$76,760
Software Developers, Systems Software 15-1133 Research, design, develop, and test operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications.	843 29 AA	B None None	\$36.24 \$75,380
Special Education Teachers, Preschool, Kindergarten, and Elementary School 25-2041 Teach preschool school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired.	1,931 82 A	B None I/R	N/A
Special Education Teachers, Secondary School 25-2054 Teach secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired.	1,137 32 D	B None I/R	N/A \$48,530
Speech-Language Pathologists 29-1127 Assess and treat persons with speech, language, voice, and fluency disorders. May select alternative communication systems and teach their use. May perform research related to speech and language problems.	1,980 68 A	M None None	\$32.52 \$67,640
Stationary Engineers and Boiler Operators 51-8021 Operate or maintain stationary engines, boilers, or other mechanical equipment to provide utilities for buildings or industrial processes. Operate equipment, such as steam engines, generators, motors, turbines, and steam boilers.	421 10 D	HS None LOJT	\$17.89 \$37,210
Structural Iron and Steel Workers 47-2221 Raise, place, and unite iron or steel girders, columns, and other structural members to form completed structures or structural frameworks. May erect metal storage tanks and assemble prefabricated metal buildings.	715 16 BA	HS None App	\$17.01 \$35,370

Occupation	Job Outlook	Education	Earnings
Substance Abuse and Behavioral Disorder Counselors 21-1011 Counsel and advise individuals with alcohol, tobacco, drug, or other problems, such as gambling and eating disorders. May counsel individuals, families, or groups or engage in prevention programs.	615 22 A	HS None MOJT	\$17.32 \$36,030
Surgeons 29-1067 Physicians who treat diseases, injuries, and deformities by invasive, minimally-invasive, or non-invasive surgical methods, such as using instruments, appliances, or by manual manipulation.	449 18 A	D None I/R	\$110.62 \$230,090
Surgical Technologists 29-2055 Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel.	963 25 A	PS None None	\$18.56 \$38,600
Surveying and Mapping Technicians 17-3031 Perform surveying and mapping duties, usually under the direction of an engineer, surveyor, cartographer, or photogrammetrist to obtain data used for construction, mapmaking, boundary location, mining, or other purposes.	450 8 BA	HS None MOJT	\$17.85 \$37,120
Surveyors 17-1022 Make exact measurements and determine property boundaries. Provide data relevant to the shape, contour, gravitation, location, elevation, or dimension of land or land features on or near the earth's surface for engineering, mapmaking, mining, land evaluation, construction, and other purposes.	464 14 BA	B None None	\$19.85 \$41,280
Teacher Assistants 25-9041 Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services.	11,170 328 BA	HS None SOJT	N/A \$19,340
Team Assemblers 51-2092 Work as part of a team having responsibility for assembling an entire product or component of a product. Team assemblers can perform all tasks conducted by the team in the assembly process and rotate through all or most of them rather than being assigned to a specific task on a permanent basis.	13,136 260 D	HS None MOJT	\$13.18 \$27,400
Technical Writers 27-3042 Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. May assist in layout work.	117 3 BA	B 1 to 5 SOJT	\$21.60 \$44,920
Telecommunications Equipment Installers and Repairers, Except Line Installers 49-2022 Install, set-up, rearrange, or remove switching, distribution, routing, and dialing equipment used in central offices or headends. Service or repair telephone, cable television, Internet, and other communications equipment on customers' property.	1,140 20 D	PS None MOJT	\$24.13 \$50,180
Telecommunications Line Installers and Repairers 49-9052 Install and repair telecommunications cable, including fiber optics.	1,093 18 D	HS None LOJT	\$23.29 \$48,440
Telemarketers 41-9041 Solicit donations or orders for goods or services over the telephone.	4,875 240 A	LHS None SOJT	\$11.48 \$23,880
Tellers 43-3071 Receive and pay out money. Keep records of money and negotiable instruments involved in a financial institution's various transactions.	6,257 341 BA	HS None SOJT	\$11.14 \$23,170
Tile and Marble Setters 47-2044 Apply hard tile, marble, and wood tile to walls, floors, ceilings, and roof decks.	177 6 A	LHS None LOJT	\$13.57 \$28,220
Title Examiners, Abstractors, and Searchers 23-2093 Search real estate records, examine titles, or summarize pertinent legal or insurance documents or details for a variety of purposes.	702 11 BA	HS None SOJT	\$15.01 \$31,210
Tool and Die Makers 51-4111 Analyze specifications, lay out metal stock, set up and operate machine tools, and fit and assemble parts to make and repair dies, cutting tools, jigs, fixtures, gauges, and machinists' hand tools.	832 4 D	HS None LOJT	\$18.00 \$37,450
Training and Development Managers 11-3131 Plan, direct, or coordinate the training and development activities and staff of an organization.	241 10 A	B 1 to 5 None	\$38.08 \$79,200
Training and Development Specialists 13-1151 Design and conduct training and development programs to improve individual and organizational performance. May analyze training needs.	1,724 62 A	B None None	\$23.33 \$48,530
Transportation Attendants, Except Flight Attendants 53-6061 Provide services to ensure the safety and comfort of passengers aboard ships, buses, trains, or within the station or terminal.	57 1 D	HS None SOJT	\$8.74 \$18,170

Occupation	Job Outlook	Education	Earnings
Transportation, Storage, and Distribution Managers 11-3071 Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Includes logistics managers.	1,004 32 A	HS 5+ None	\$46.67 \$97,080
Travel Agents 41-3041 Plan and sell transportation and accommodations for travel agency customers. Determine destination, modes of transportation, travel dates, costs, and accommodations required.	177 6 A	HS None MOJT	\$17.72 \$36,860
Upholsterers 51-6093 Make, repair, or replace upholstery for household furniture or transportation vehicles.	508 14 D	HS None MOJT	\$13.10 \$27,250
Urban and Regional Planners 19-3051 Develop comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties, and metropolitan areas.	80 2 D	M None None	\$25.24 \$52,490
Veterinarians 29-1131 Diagnose, treat, or research diseases and injuries of animals. Includes veterinarians who conduct research and development, inspect livestock, or care for pets and companion animals.	444 14 A	D None None	\$39.27 \$81,680
Veterinary Assistants and Laboratory Animal Caretakers 31-9096 Feed, water, and examine pets and other nonfarm animals for signs of illness, disease, or injury in laboratories and animal hospitals and clinics. Clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment.	527 7 D	HS None SOJT	\$10.74 \$22,340
Veterinary Technologists and Technicians 29-2056 Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases.	286 12 AA	A None None	\$16.20 \$33,690
Waiters and Waitresses 35-3031 Take orders and serve food and beverages to patrons at tables in dining establishment.	17,872 1,463 AA	LHS None SOJT	\$8.40 \$17,480
Water and Wastewater Treatment Plant and System Operators 51-8031 Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or wastewater.	1,456 36 D	HS None LOJT	\$15.48 \$32,200
Weighers, Measurers, Checkers, and Samplers, Recordkeeping 43-5111 Weigh, measure, and check materials, supplies, and equipment for the purpose of keeping relevant records. Duties are primarily clerical by nature. Includes workers who collect and keep record of samples of products or materials.	1,421 52 BA	HS None SOJT	\$12.84 \$26,710
Welders, Cutters, Solderers, and Brazers 51-4121 Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.	5,219 375 AA	HS -1 MOJT	\$16.57 \$34,470
Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders 51-4122 Set up, operate, or tend welding, soldering, or brazing machines or robots that weld, braze, solder, or heat treat metal products, components, or assemblies. Includes workers who operate laser cutters or laser-beam machines.	522 17 BA	HS None MOJT	\$16.47 \$34,260
Wellhead Pumpers 53-7073 Operate power pumps and auxiliary equipment to produce flow of oil or gas from wells in oil field.	314 14 A	LHS -1 MOJT	\$18.99 \$39,490
Wholesale and Retail Buyers, Except Farm Products 13-1022 Buy merchandise or commodities, other than farm products, for resale to consumers at the wholesale or retail level, including both durable and nondurable goods.	2,685 132 A	HS None LOJT	\$30.99 \$64,460
Woodworking Machine Setters, Operators, and Tenders, Except Sawing 51-7042 Set up, operate, or tend woodworking machines, such as drill presses, lathes, shapers, routers, sanders, planers, and wood nailing machines. May operate CNC equipment.	843 8 D	HS None SOJT	\$14.38 \$29,920
Writers and Authors 27-3043 Originate and prepare written material, such as scripts, stories, advertisements, and other material.	708 22 BA	B None LOJT	\$25.86 \$53,800
Zoologists and Wildlife Biologists 19-1023 Study the origins, behavior, diseases, genetics, and life processes of animals and wildlife. May specialize in wildlife research and management.	183 4 D	B None None	\$25.32 \$52,670

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a **better time**
to go to college
or an **easier way**
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The Arkansas Department of Higher Education reviews and approves academic programs for the state's 11 public universities and 22 public two-year colleges. In addition, the agency is responsible for distributing approximately \$170 million annually from state revenues and lottery funds in the form of financial aid.

For complete information about our programs, visit www.adhe.edu to review program rules and regulations. The eligibility requirements and rules governing the programs administered by ADHE are subject to legislative and regulatory amendments. Please e-mail the Financial Aid Division at finaid@adhe.edu for additional information.

- Application period is from January 1 to June 1 for upcoming academic year
- Must complete FAFSA as well as YOUuniversal scholarship application
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The Road to College

8th
& 9th

Start thinking about career possibilities and exploring occupations that meet your interests and skills.

Study hard and earn good grades to prepare academically for college.

Become involved in extra curricular activities that interest you.

Look for summer jobs or volunteer work that will expand your experience and skills.

10th

Research possible colleges and universities that match your career goals.

Prepare for standardized testing by taking the PSAT.

Visit with your school guidance counselor to discuss your course selection to make sure it meets college entrance requirements.

Visit with your school guidance counselor about possible career paths.

11th

Request information from colleges you are interested in attending. Find out admission requirements, degrees and majors offered, financial aid, scholarships, and student housing information.

Plan a campus visit, and attend local college fairs.

Take the SAT or ACT.

Apply to your top college choices; keep track of the admissions deadlines.

12th

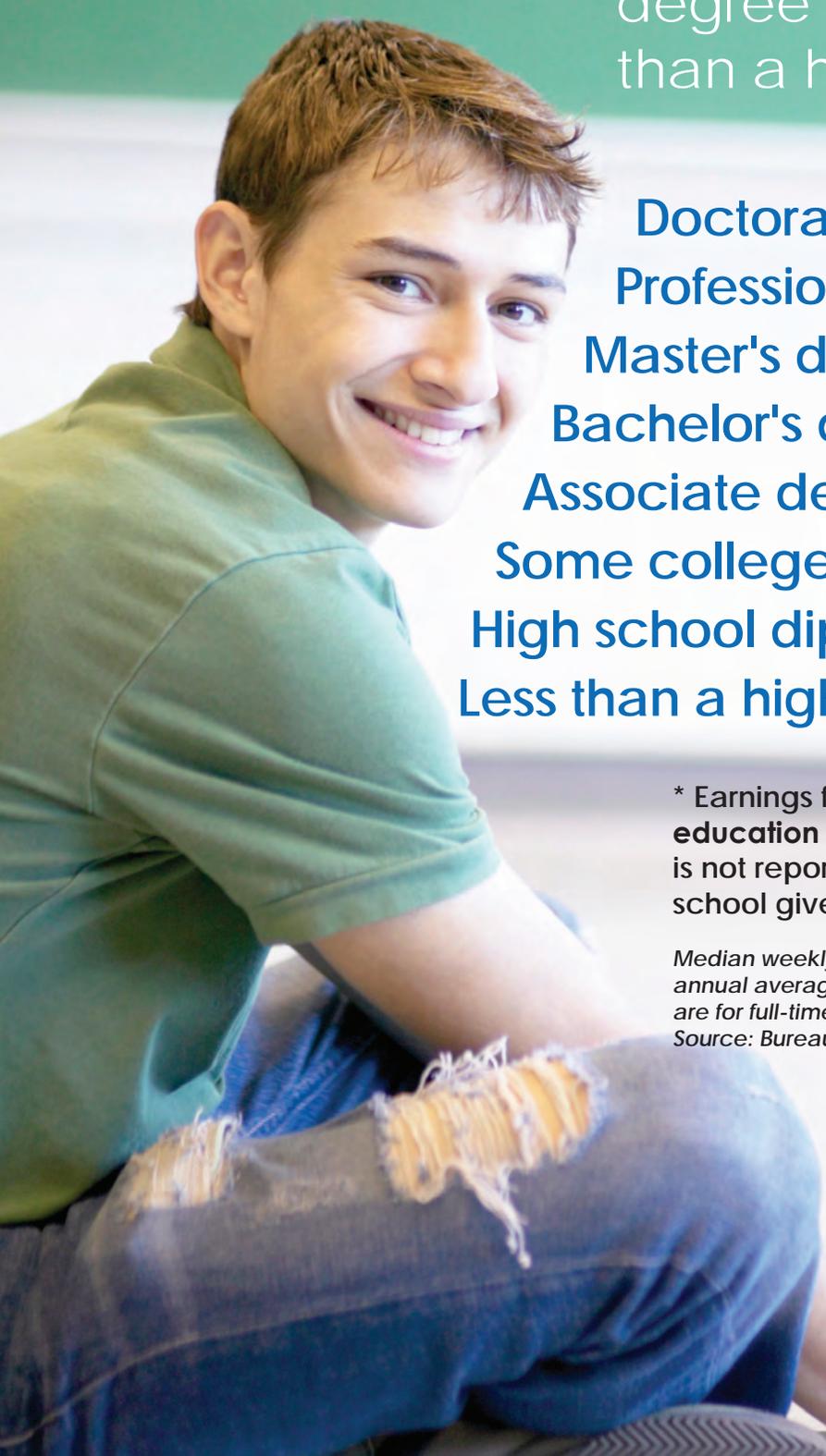
Complete the Free Application for Federal Student Aid to see if you qualify for financial aid, scholarships, and grants after January 1 of your senior year.

Complete Arkansas' online YOUiversal application between January 1 and June 1 to apply for state scholarships and grants.

Attend spring or summer orientation programs for incoming college freshmen.

Education Pays

Continuing your education after high school pays off. College graduates with a Bachelor's degree earn \$414 more a week than a high school graduate.



Doctoral degree	\$1,624
Professional degree	\$1,735
Master's degree	\$1,300
Bachelor's degree	\$1,066
Associate degree	\$785
Some college, no degree*	\$727
High school diploma	\$652
Less than a high school diploma	\$471

* Earnings for a person having any post-secondary education that leads to certification or proficiency is not reported in this data. Any education past high school gives you the potential to have higher earnings.

*Median weekly wages in 2012. Data are 2012 national annual averages for persons age 25 and over. Earnings are for full-time wage and salary workers.
Source: Bureau of Labor Statistics, Current Population Survey.*



Arkansas Disability Employment Initiative



Helping youth with disabilities achieve self-sufficiency by improving access to educational, training, and employment opportunities.

Arkansas Workforce Centers offer a full range of services and referrals for youths who are:

- Disabled – Visible & Non-visible
- Low Income
- Runaway/Homeless/Foster Care
- High School Dropout or Deficient
- Pregnant/Parenting
- Offender
- Child of Incarcerated Parent(s)
- Drug and/or Alcohol Dependent

The services we provide include:

- Career Counseling and Development
- Resume and Interviewing Assistance
- Full and Part-time Job Listings
- Job Referrals and Placement
- Online Job Search
- Career Fairs
- Educational and Training Programs
- CRC Assessment and Certification
- Veteran's Services
- Ticket to Work

www.dws.arkansas.gov



How Do I Find My Local Workforce Center?

Like many young people you may be facing some challenges. The Disability Employment Initiative project is available to assist people like you – youth that may need some help and are not sure where to go.

If you have Internet access, you can check us out at <http://www.dws.arkansas.gov>. If you don't have Internet access, you can try looking in the yellow pages for your local Workforce Center or call toll free 1-855-225-4440.

Your Disability Resource Coordinators are here to help you.

To find out more, call or visit our office today!

Fayetteville Workforce Center

2143 West Martin Luther King Blvd.
Fayetteville, AR 72701
(479) 521-5730

Servicing these counties: Baxter, Benton, Boone, Carroll, Madison, Marion, Newton, Searcy, and Washington.

Russellville Workforce Center

104 South Rochester Avenue
Russellville, AR 72801
(479) 968-2784

Servicing these counties: Clark, Conway, Garland, Hot Springs, Johnson, Montgomery, Perry, Pike, Pope, and Yell.

Pine Bluff Workforce Center

1001 South Tennessee Street
Pine Bluff, AR 71601
(870) 534-1920

Servicing these counties: Arkansas, Ashley, Bradley, Chicot, Cleveland, Desha, Drew, Grant, Jefferson, and Lincoln.

West Memphis Workforce Center

Located at Mid-South Community College
2003 West Broadway
West Memphis, AR 72301
(870) 400-2269

Servicing these counties: Cross, Crittenden, Lee, Phillips, and St Francis.



What do you want to do for a living?

**Discover
your
options!**

**My Next Move
can help you
find out!**



My Next Move is an interactive tool for job seekers and students to learn more about their career options. The site has tasks, skills, salary information, and more for over 900 different careers.

www.mynextmove.org

Real-Life Arkansas

A "Lifestyle Budget Calculator"

After High School you will need to work to pay for housing, transportation, clothes... Find out how much money you will need and which occupations will pay for all your needs.



Option #1: The whole nine yards

Pick your city, then decide what you want to spend on housing, transportation, food, entertainment, and everything in between. We'll tell you what jobs will feed your appetite and how to get them.

Option #2: Show me the money

Tell us what you want your yearly salary to be and we'll tell you which jobs will pay that much. We'll even tell you what sort of education and training you need to get there and how the job market is.

Option #3: The bizarro budget

If you're lucky enough to already know what you want to do with your life, we'll tell you how much it will pay so you can work backward to create a budget using those numbers.

It's your life...do the math!
www.real-life.arkansas.gov



 /SOSPROJECTPREVENT

DON'T LET BIG TOBACCO PLAY YOU.

Tobacco companies market toward youth by offering cigars in a wide variety of sweet flavors. Take a stand against Big Tobacco at SOSProjectPrevent.com.



Arkansas Department of Health



So, you want to be a pro athlete?

You may have what it takes, but let's take a look at the chances.

More than 2.5 million students play sports in high school, so let's be realistic. Someone may be better or faster than you, and what if you have a career-ending injury?

Have a back-up plan.

There are several occupations that will keep you in the game.



Estimated Probability of Competing in Athletics Beyond the High School Interscholastic Level

Student Athletes	Men's Basketball	Women's Basketball	Football	Baseball
Percent High School to NCAA	3.30%	3.70%	6.40%	6.70%
Percent NCAA to Professional	1.30%	0.90%	1.60%	9.70%
Percent High School to Professional	0.03%	0.02%	0.08%	0.51%

Note: These percentages are based on estimated data and should be considered approximations of the actual percentages.

**Coaches and Scouts • Reporters and Correspondents
Public Relations Specialists • Photographers
Athletic Trainers • Physical Therapists**



- College Tuition Assistance
 - Paid Skill Training
 - Free CLEP Testing at the University of Central Arkansas test site
 - Free ACT testing at the National Guard Education Office
- PROUDLY SERVE YOUR COMMUNITY AND NATION!**



An Arkansas Workforce Center Can....



- Assist with finding employment.
- Provide access to the Arkansas Joblink System.
- Assist job seekers with creating resumes and provide interviewing tips.
- Provide labor market information, including jobs in demand around the state.
- Assess training needs.
- Assist those filing for unemployment insurance.
- All of these services are FREE!

To find an Arkansas Workforce Center, go to www.dws.arkansas.gov.

To search for jobs, go to www.arjoblink.arkansas.gov.

High School Students:

Assess, Evaluate and Improve Your Job Opportunities

Do you

- want to assure employers that you have the necessary skills for the job?
- desire a skills credential that increases your employability?
- want to set the stage for possible career advancement?

Then you need an Arkansas Career Readiness Certificate!

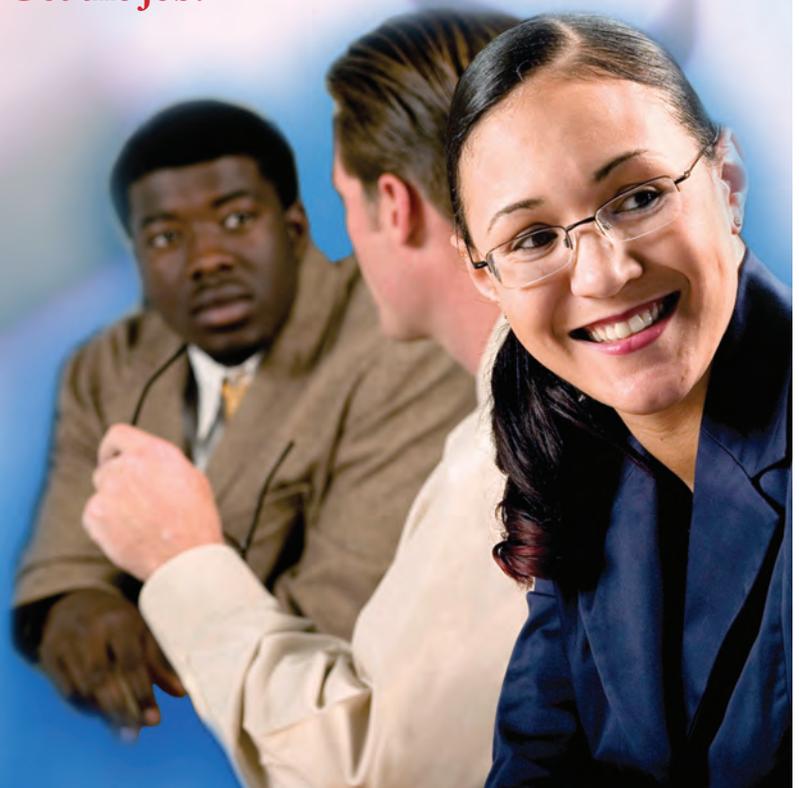
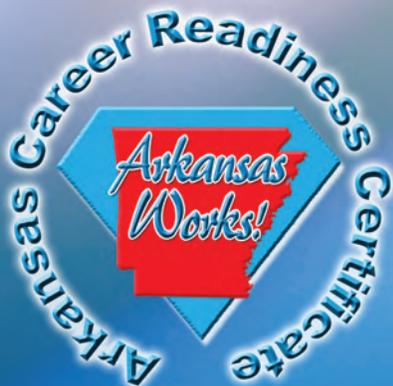
The Governor's Workforce Cabinet implemented the Arkansas Career Readiness Certificate in January 2008. Since then, more than 30,000 certificates have been issued, and more than 2,600 employers have hired job seekers who have the credential.

The certificate is a portable credential signed by Governor Mike Beebe that confirms to employers that you have the basic workplace skills in Reading for Information, Applied Mathematics and Locating Information – skills that *all* jobs require.

The best part, it's free! Many high schools with the Career Technical Education Work-Ready Curriculum are participating. To find out if your school is one of them, go to www.ArkansasAtWork.org, call 1-866-757-2999 or contact your nearest Arkansas Workforce Center.

**Get your Arkansas Career Readiness Certificate.
Get the job!**

"Equal Opportunity Employer/Program"
"Auxiliary aids and services are available upon
request to individuals with disabilities."
Voice 1-800-285-1121
TDD 1-800-285-1131



POCKET RESUME

The pocket guide for job applications and interviews

Skills and Abilities

Honors and Awards

Leadership Activities

Name

Driver's License Number

Address

Telephone

PREPARATION

- Fill in Pocket Resume.
- Learn something about the company.
- Have specific job or jobs in mind.
- Review your qualifications for the job.
- Be prepared to answer broad questions.

APPEARANCE

- Well groomed.
- Suitably dressed.
- Make-up in good taste.

INTERVIEW

- Be prompt.
- Answer questions directly and truthfully.
- Be well mannered.
- Use proper grammar and good diction.
- Be enthusiastic and cooperative.
- Don't be afraid to ask questions.



www.dws.arkansas.gov

Fold Here

DWS/OCT 6/09

Name	Relationship to you	Address	Phone Number

References: (not related to you and ask permission first)

Dates:(Mo./Yr.)	Name & Address of Employer	Position	Supervisor	Phone Number	Reason for Leaving

Prior Employment (Full and Part-time Jobs)

Level Of Education	Name & Location Of School	From:(Mo./Yr.)	To:(Mo./Yr.)	Courses/Subject Of Study	Year Grad.
High School					
College					
Vocational					
Other Education Opportunities					

Education



careerwatchar

Be Connected with Career Watch Arkansas

Discover:

Occupations

Resume and Interview Tips

Education and Career News

Arkansas Colleges and Universities

Explore *Your Future* Occupation

www.discover.arkansas.gov

Your labor market information source!

Employment Statistics
Business Listings
Wage and Salary Information
Economic and Demographic Data
Education and Training



www.careerwatch.org • www.dws.arkansas.gov