

**OWN YOUR OWN APTITUDE:**



# Business



These jobs involve planning, organizing, and evaluating business tasks that are critical to business operations and can look like:

High School or equivalent	Postsecondary Career Center or Certificate	Associate Degree (2 years)	Bachelor's Degree (4 years)
<b>Customer Service Representatives</b> \$17.90/hr 3,491 openings	<b>Patient Representatives</b> \$18.64/hr 293 openings	<b>Compensation, Benefits, and Job Analysis Specialists</b> \$30.47/hr 49 openings	<b>Loss Prevention Managers</b> \$28.17/hr 889 openings
<b>First-Line Supervisors of Office and Administrative Support Workers</b> \$27.21/hr 1,590 openings	<b>Accounting Technology and Bookkeeping</b> \$24.11/hr 3,500 openings	<b>Human Resources Specialists</b> \$27.91/hr 958 openings	<b>Sustainability Specialists</b> \$27.78/hr 729 openings
<b>Interviewers, Except Eligibility and Loan</b> \$17.53/hr 237 openings	<b>Medical Insurance Coding Specialist/Coder</b> \$18.26/hr 3,372 openings		<b>Management Analysts</b> \$36.66/hr 446 openings
<b>Energy Auditors</b> \$28.75/hr 177 openings	<b>Banking and Financial Support Services</b> \$18.02/hr 753 openings		<b>Administrative Services Managers</b> \$39.86/hr 197 openings

## Job Postings

### IN STARK & TUSCARAWAS COUNTIES

Businesses like **Timken**, **Humana**, and **Diebold Nixdorf** often advertise for these types of jobs and are a good pathway for job seekers who are skilled in management, communication and leadership.

**337**

Employers in Stark & Tuscarawas Hiring

**5,329**

Openings in the next 5 years

**\$34.89**

Average advertised hourly wage

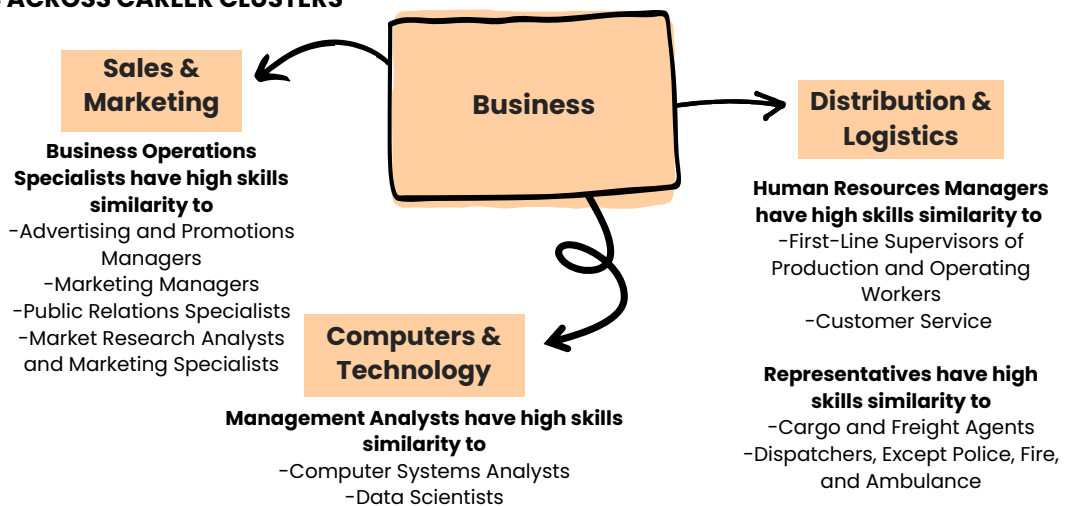


## Where Aptitude Meets Interest

### SKILLS-BASED PATHWAYS ACROSS CAREER CLUSTERS

One way to bridge the gap in aptitude and interest is through identifying jobs with a **shared foundation of skills and responsibilities.**

**Interested in other career clusters?** This chart shows how the jobs you have aptitude for can pave the way to in-demand fields.



## OWN YOUR OWN APTITUDE:



# Business



## Local Education & Training

### IN BUSINESS

#### 4-year Degrees

- University of Mount Union
- Walsh University
- Malone University
- Kent State University at Tuscarawas and Stark

#### Postsecondary Career Centers / Certificates

- Stark State College
- Portage Lakes Career Center
- Buckeye Career Center
- Canton City Schools Adult Career & Technical Education

#### 2-year Degrees

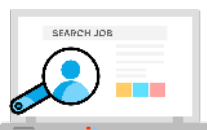
- Stark State College

#### Apprenticeship

An apprenticeship program allows you to earn a paycheck while you learn a skill or trade.

Visit Ohio's Statewide Registered Apprenticeship Dashboard (see footer) for opportunities in your county, by industry and job.

You can also search the federal database <https://www.apprenticeship.gov>



## The Job Search

### WHAT TO LOOK FOR & WHERE

#### Making a Living:

Jobs in this cluster average in pay from \$17.53 - \$76.38 depending on the job & years of experience.

Knowing this comes in handy when thinking about your financial health. In Stark and Tuscarawas counties, one person needs to make above \$18 per hour to support themselves.

#### Recent job posting in this career cluster from LinkedIn:

##### Human Resources Coordinator

Stark County District Library Stark County District Library Canton, OH Canton, OH Full-time Full-time \$43,139 a year \$43,139 a year 2 days ago 2 days ago Title: Human Resources Coordinator Internal Classification: NBU2 (FLSA non-exempt) Primary Location: Main Library Hours: Full-time (40 hours/week) Minimum of Salary Range: \$43,139/year Posted 6/12/23 Are you ready to bring your administrative assistant talents to a mission-driven organization that makes a difference in the community every day? Do you have experience supporting an HR department or want to apply your skills to a small, but mighty HR department now? Do you have strong attention to detail and like to keep things up-to-date and organized? If so, this opportunity is for you! Stark Library is hiring a Human Resources Coordinator to provide high quality customer service to our employees and perform a variety of advanced administrative tasks to support the effective and efficient operations of the Library's Human Resources department. The HR Coordinator will be primarily responsible for keeping our HR system (ADP WorkforceNow) up-to-date and assisting the department with the administration of various HR processes and programs. Successful candidates will qualify for all benefits offered through the library. Examples of coverages include: Medical - Two PPO and one High Deductible Plan with accompanying option of Health Savings or Flexible Spending Account Dental Vision Life Generous paid vacation and sick time 10 paid holidays and up to two floating holidays/year Ohio Public Employee Retirement System (OPERS) Remote work options if you are interested in working for an organization directly serving the

## How do I Apply?

Free online resources:  
LinkedIn, Indeed, Handshake,  
OhioMeansJobs.com

Don't forget to check out local career fairs and job boards in your community through your local OhioMeansJobs Center.

#### PRO TIP!

Look for jobs that have room for growth in the company and that provide employee benefits.

Access all 16 career cluster guides **HERE!**  
[omjwork.com/careerguides](https://omjwork.com/careerguides)

