

# BUSINESS, FINANCE & INFORMATION TECHNOLOGY PATHWAY

Do you enjoy working with computers and technology? Do you like working with people, and leading or serving on teams? Do you like managing money? Do you enjoy solving problems? If you answered “yes” to any of these questions, then a career in Business, Finance, or Information Technology might be right for you!

## Career Cluster Areas

Business and Administration  
Finance and Insurance  
Information Technology  
Marketing Sales and Service

For more information on these Career Clusters, visit <https://www.pacareerzone.org/clusters>

## Northwest PA

(Clarion, Crawford, Erie, Forest, Venango and Warren Counties)

Select High Priority Jobs, Educational Attainment & Average Entry-Level Wages (2023)

### Bachelor’s Degree

Human Resources Specialists \$40,660

Accountants & Auditors \$45,140

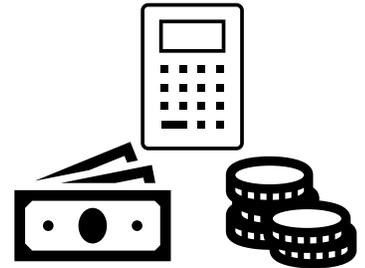
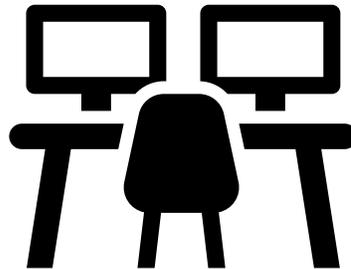
Market Research Analysts & Marketing Specialists \$36,220

### Related Work Experience

Supervisors – Retail Sales Workers \$29,970

Executive Secretaries & Admin. Assistants \$49,040\*

Supervisors – Office & Admin. Support Workers \$39,740



### Short- or Moderate-Term OJT

Sales Representatives \$39,930

Real Estate Sales Agents \$31,670\*

Tellers \$30,900\*

### Post-Secondary / Associate’s Degree

Bookkeeping, Accounting & Auditing Clerks \$29,590

Computer User Support Specialists \$38,740\*

\*Not on NWPA High Priority Occupations List, but included on the statewide PA In-Demand Occupations List (PA IDOL)  
For a list of Top 50 Employers by county, visit <http://bit.ly/Top50Emps>

# BUSINESS, FINANCE AND INFORMATION TECHNOLOGY PATHWAY

This Pathway is designed to prepare individuals in the world of business, finance, and information technology services.

## Are you interested in...

A business environment  
Office management  
Sales  
Computers and technology  
Presentations to groups  
Telecommunications  
Advertising  
Different work sites  
Record keeping

## Are you able to...

Work easily with others  
Organize your time  
Work with statistics  
Use computers and other technology  
Pay attention to detail  
Solve problems  
Work independently  
Show initiative  
Work on a team

## Do you enjoy...

Meeting with groups  
Making budgets  
Organizing a project  
Planning an event  
Working with technology  
Selling products and services  
Processing numbers  
Preparing financial reports  
Following directions  
Learning new software programs

*If you answered "yes" to many of these questions, you might consider a future in one of the occupations listed on the front of this flyer, or below.*

## Additional PA In-Demand Occupations

### Short- or Moderate Term OJT / Related Work Experience

Billing & Posting Clerks  
Cashiers  
Counter & Rental Clerks  
Insurance Claims & Policy Proc. Clerks  
Insurance Sales Agents  
Office Clerks, General  
Parts Salespersons  
Postal Service Mail Carriers  
Secretaries & Admin. Assistants  
**And more...**

### Long Term OJT / Post-Secondary/ Associate's Degree

Claims Adjusters, Examiners &  
Investigators

### Bachelor's Degree

Buyers & Purchasing Agents  
Compliance Officers  
Computer & Info. Systems Managers  
Computer Systems Analysts  
Cost Estimators  
Data Scientists  
Financial Managers  
Marketing Managers  
Project Management Specialists  
**And more...**

## Education / Training Resources

### Adult Basic Education

Northwest Tri-County Intermediate Unit #5:  
<https://www.iu5.org/community-services/adult-education>

### Post-Secondary Education/Training Options

PA Eligible Training Provider List: <http://bit.ly/PACLETPL>  
PA Colleges & Universities: <http://bit.ly/PACollegeandUniv>

To access the full *High Priority Occupations List* and the *PA IDOL* list, visit:  
<https://www.nwpajobconnect.org/high-priority-occupations/>

To contact PA CareerLink® Erie County: 1-814-455-9966 (main); 1-814-871-4610 (TTY)  
Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer / Program EO Officer Carrie Symes: 1-814-758-0659 or 711