

Administrative Office Assistant*

(Certificate Program)

Business, Management and Administration Career Cluster

SAN JUAN COLLEGE

NATURE OF WORK

Administrative assistants perform and coordinate an office's administrative activities by storing, retrieving and integrating information for dissemination to staff and clients. Dictation and typing letters is almost a thing of the past, thus assistants have time to do many tasks that were once the responsibility of the executive staff. However, they still need to know the basics of fax machines, photocopiers, scanners, videoconferencing, telephone systems, software, and computers. Advancement for administrative assistants usually happens by being promoted to other administrative positions with more responsibilities.

WORKING CONDITIONS

Administrative assistants work in a wide variety of industries. The majority of assistants work a 40-hour week. Depending on the work load of the office, some assistants will work beyond the normal work week but then are usually given comp time, which means taking time off during a scheduled work day. The job often involves sitting for long periods of time while working on computers. Eyestrain, stress and repetitive motion problems such as carpal tunnel syndrome are drawbacks.

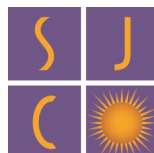
TRAINING & QUALIFICATIONS

A high school graduate with good basic office skills may be able to qualify for an entry-level position; however, employers are demanding extensive software application knowledge. Retraining and continuing education is important for an administrative assistant position as computer software and office equipment change on a regular basis.

JOB OUTLOOK

Even with managers doing their own word processing, data entry and handling most of their own correspondence and the addition of office automation, employment for administrative assistants is expected to be one of the occupations with the largest number of new jobs. This phenomena is due to the fact that the job has changed from what was viewed as a secretarial position to a member of the executive staff.

*Most of this information is from the Occupational Outlook Handbook, 2010-2011



CAREER OPTIONS

Administrative Assistant, Secretary, Executive Secretary, Legal Secretary, Medical Secretary

ESTIMATED SALARY RANGE

New Mexico—\$23,680-\$31,440
Nationally— 23,160—\$36,020; executive \$45,190
(depending on area, education, skill, experience and responsibility)

RELATED OCCUPATIONS

Bookkeeper, Accountant, Auditing Clerk, Receptionist, Information Clerk, HR Assistant, Computer Operator, Information Processor, Payroll Clerk, Legal Assistant, Medical Assistant, Health Information Technician

SJC Basic Program Information

The Administrative Office Assistant Certificate program provides the educational training to those seeking employment in organizations needing effective office and administrative support personnel.

Students must receive a "C" or better in all courses in the AOAP certificate.

For further information go to:

www.sanjuancollege.edu/pages/158.asp

Look under Career Programs

www.bls.gov/oco/ocos151.htm

