



Transforming
Our Community...
One Student
at a Time



Business Fundamentals, Certificate of Achievement Career /Internship Information

Career Options and Potential Earnings, based on a Certificate:

Administrative Assistant / Receptionist*

- Entry Level: \$30,000 - \$35,000
- Average for New Jersey (all experience levels): \$43,440

Customer Service Representative*

- Entry Level: \$33,000 - \$37,000
- Average for New Jersey (all experience levels): \$40,720

Clerks

- Entry Level: \$22,000 - \$30,000

Information & Records Clerk

- Average for New Jersey (all experience levels): \$49,750

Court, Municipal, License Clerk

- Average for New Jersey (all experience levels): \$50,960

File Clerk

- Average for New Jersey (all experience levels): \$33,380

Order Clerk

- Average for New Jersey (all experience levels): \$41,920

Hotel, Motel, Resort Clerk

- Average for New Jersey (all experience levels): \$25,860

**specific qualifications vary by company; education requirements range from high school diploma to Bachelor degrees. Continuing for an Associate or Bachelor degree can result in increased salary and employment opportunities.*

Source: Payscale.com (2020); Occupational Outlook Handbook (2019).

Potential Employers:

- Insurance Companies - Amica Insurance, Plymouth Rock
- Government - Local, State, and Federal
- Business/Financial Services - Foresters Financial, TriNet
- Staffing Companies - Office Team, Ajilon, Atrium Staffing

Internship Options:

- Search for internships in your chosen field here: www.internships.com/ or www.wayup.com
- Check out our social media pages for the most recent job & internship postings: @UnionCSC (Facebook, Instagram, and Twitter)

For more information or to schedule an appointment, please contact Career Services at careerservices@ucc.edu

Additional career-related resources can be found on the website:
www.ucc.edu/campus-life/career-center/career-resources/

Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.