

## **Office Professional, Certificate of Achievement Career /Internship Information**

### **Career Options and Potential Earnings, based on a Certificate:**

#### **Administrative Assistant / Receptionist / Clerk**

- Entry Level: \$30,000 - \$35,000
- Average for New Jersey (all experience levels): \$42,600

#### **Medical Unit Secretary**

- Entry Level: \$28,000 - \$33,000
- Average for New Jersey (all experience levels): \$42,670

#### **Customer Service Representative**

- Entry Level: \$33,000 - \$37,000
- Average for New Jersey (all experience levels): \$40,330

*\*specific qualifications vary by company*

*Continuing for an Associate or Bachelors degree can result in increased salary and employment opportunities.*

Source: Payscale.com (2019); Occupational Handbook Employment Statistics (2018).

### **Potential Employers:**

- Hospitals/Medical Centers – Robert Wood Johnson Hospital, JFK Medical Center
- 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/](http://www.internships.com/) or [www.wayup.com](http://www.wayup.com)
- Check out our social media pages for the most recent job & internship postings: @UnionSC (Facebook, Instagram, and Twitter)

For more information or to schedule an appointment, please contact Career Services at [careerservices@ucc.edu](mailto:careerservices@ucc.edu)

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