

Office Professional, Certificate of Achievement Career /Internship Information

Career Options and Potential Earnings:

Administrative Assistant / Receptionist / Clerk

- Entry Level: \$30,000 - \$35,000
- Average for New Jersey (all experience levels): \$41,500

Medical Unit Secretary

- Entry Level: \$28,000 - \$33,000
- Average for New Jersey (all experience levels): \$41,180

Customer Service Representative

- Entry Level: \$33,000 - \$37,000
- Average for New Jersey (all experience levels): \$39,570

Continuing for an Associate or Bachelor's degree can result in increased salary and employment opportunities.

Source: Payscale.com (2017); Occupational Handbook Employment Statistics (2016).

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

**specific qualifications vary by company*

Internship Options:

- Search for internships in your chosen field here: <http://www.internships.com/>
- Or stop by the Union County College Student Services Center.

For more information or to schedule an appointment, please contact Career Services at
(908)527-7220 or careerservices@ucc.edu

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