

Office Professional CTA Program Career / Transfer / Internship Information

Career Options and Potential Earnings:

- Administrative Assistant / Receptionist / Clerk
 - Entry Level: \$32,000 - \$36,000
 - Average for New Jersey (all experience levels): \$41,500
- Medical Unit Secretary
 - Entry Level: \$32,000 - \$36,000
 - 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

Supplementing the Associate's degree with appropriate certifications may result in salary increases.

Source: Payscale.com (2016); Occupational Handbook Employment Statistics (2015).

Potential Employers:

- Hospitals/Medical Centers – Robert Wood Johnson Hospital
- 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*

Transfer Options:

- Kean University
- Rutgers University New Brunswick
- Rutgers University Newark
- Montclair State University
- Fairleigh Dickinson University
- Or explore your preferred transfer institution requirements using the New Jersey Transfer website at <https://www.njtransfer.org/>

Internship Options:

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