

## Careers in Business

### Associate Degree

*Earning an associate degree in a business related field can make you more competitive for entry level administrative, sales, and clerical positions. Though some of these positions might only require a high school diploma, other positions will require an associate degree, prefer an associate degree, or prefer some college experience. Having an associate degree also increases your earning potential and allows you to easily pursue a bachelor's degree if advancement is desired. In addition to a degree, employers also want to see work experience in the industry.*

Here are some examples of careers that may require or prefer an associate degree in a business related field.

- Account/Payroll/Billing Clerk
- Customer Services Representative
- Administrative Assistant
- Switchboard Operator
- Order Clerks, File Clerks, Mail Clerks
- Real Estate Agent
- Bill and Account Collectors
- Loan Officer
- Bank Teller
- Insurance Sales Agent

### Bachelor's Degree

*Here are some examples of careers that may require or prefer a bachelor's degree in a business related field. In addition to a degree, employers also want to see work experience in the industry.*

- Account Analyst
- Claims Adjuster
- Client Relationship Manager
- Event Planners
- Fundraising and Development
- Buyer/Purchasing Agent
- Sales Manager/Coordinator
- Hospitality/Lodging Manager