

Business Management and Administration: Administrative and Information Support / Human Resources / Green / Real Estate / Marketing

Occupations in Field	Projected Income (Annual Mean Wage)	Education Required	Licensing/Credentials Required (by State)
Administrative Assistant (Except Legal and Medical)	32,000	Minimum of diploma; 1-2 year certificate programs in business administration are available	Voluntary Certification is available via International Association of Administrative Professionals ; and International Virtual Assistants Association (IVAA) .
Legal Administrative Assistant	43,270	Diploma + Associate Degree or Training Program	Certification is available via the National Association of Legal Secretaries (NALS, Inc.) ; and Legal Secretaries International, Inc
Medical Administrative Assistant	31,820	Diploma + Associate Degree or Training Program	Voluntary Certification is available via International Association of Administrative Professionals ; and International Virtual Assistants Association (IVAA) .
Administrative Services/ Office Manager	50,770	Based on size of company. Smaller companies tend to require an Associate Degree; larger companies may require a Bachelor's Degree.	The Association of Professional Office Managers is currently developing a certification programs with various levels.
Executive Assistant	45,860	Bachelors Degree	Voluntary Certification is available via International Association of Administrative Professionals ; and International Virtual Assistants Association (IVAA) .
Compensation, Benefits and Job Analysis Specialist	59,590	Bachelors Degree	Voluntary certifications are helpful for advancement. The International Foundation of Employee Benefit Plans confers a designation in three distinct areas of specialization—group benefit, retirement, and compensation—to persons who complete a series of college-level courses and pass exams. Candidates can earn a designation in each of the specialty tracks and, simultaneously, receive credit toward becoming a Certified Employee Benefits

			Specialist (CEBS).
Training & Development Specialist	57,280	Bachelors Degree	Voluntary Certification is helpful for advancement. The American Society for Training and Development offers several designations.
Employment, Recruitment & Placement Specialist	52,690	Bachelors Degree	The Society for Human Resource Management offers certification.
Energy Auditor	62,450	Associates Degree or Vocational School Training Program	Voluntary Certification is helpful for recognition in the industry and is available via various PRIVATE organizations.
Management Analyst	87,260	Minimum of a Bachelors Degree, Masters Degree often preferred.	The Institute of Management Consultants USA, Inc http://www.imcusa.org/ . offers the Certified Management Consultant (CMC) designation to those who meet minimum levels of education and experience, submit client reviews, and pass an interview and exam covering the IMC USA's Code of Ethics. Management consultants with a CMC designation must be recertified every 3 years. Certification is not mandatory for management consultants, but it may give a jobseeker a competitive advantage.
Sustainability Specialist	62,450	Associates Degree or Vocational School Training Program	Voluntary Certification is helpful for recognition in the industry and is available via various PRIVATE organizations.
Real Estate Sales Agent / Broker	Agents – 52,490 Broker – 76,060	Minimum Diploma, some college generally preferred.	Real estate brokers and sales agents must be licensed in every state. Prospective brokers and agents must pass a written examination. Most States require candidates for the general sales license to complete between 30 and 90 hours of classroom instruction. To get a broker's license an individual needs between 60 and 90 hours of formal training and a specific amount of experience selling real estate, usually 1 to 3 years. Some States waive the experience

			requirements for the broker's license for applicants who have a bachelor's degree in real estate.
Property, Real Estate & Community Assn Manager	62,400	Bachelors Degree + On the Job training	In a few States (Alaska, Connecticut, California, Nevada, Florida, Georgia, and the District of Columbia), property association managers must be licensed. Managers of public housing subsidized by the Federal Government are required to be certified.
Appraisers and Assessors of Real Estate	54,230	Bachelors Degree generally preferred.	Federal law mandates that most appraisers hold State certification. Requirements for these certifications vary by State. Being a Certified Residential Real Property Appraiser is the minimum qualification for valuing any residential property with a loan amount exceeding \$250,000 and for valuing any other type of real property with a loan value of less than \$250,000. Certified General Real Property Appraisers have no restrictions on the types or values of real property for which they can give valuations. In addition to the Federally required Certified Residential and Certified General Real Property Appraiser classifications, most States also have the Licensed Residential Real Property Appraiser classification. Holders of this license are permitted to appraise noncomplex one-to-four residential units having a transaction value of less than \$1,000,000, and complex one-to-four residential units having a transaction value of less than \$250,000.
Market Research	66,850	Bachelors Degree required,	Advancement in this occupation may be

Analyst		Masters Degree preferred.	helped by obtaining certification. The Marketing Research Association (MRA) offers a certification program for professional researchers who wish to demonstrate their expertise.
Marketing Manager	122,720	Bachelors Degree.	Voluntary certification is available but not required.
Public Relations Specialist	59,150	Bachelors Degree + Internship experience	Professional certification is available via The Universal Accreditation Board for public relations specialists who are members of the Public Relations Society of America ; as well as The International Association of Business Communicators (IABC) .