

April 11, 2018  
Fairmont Jr. & Sr. High School

### The Mission of Area Career Exploration

To inform students of area career opportunities and provide them knowledge  
that quality of life and financial stability are available right here in Southern Minnesota



# WELCOME TO AREA CAREER EXPLORATION

Sophomores,

We are excited to have you in Fairmont for Area Career Exploration (ACE). Our mission is to make you aware of career opportunities available right here, in this area.

***Please complete the career cluster survey. Bring this book with you to ACE - this will ensure you meet with businesses best suited to your potential career. And, if time please do visit with a few additional businesses or schools.***

You will have the opportunity to have one-on-one interactions with area employers and colleges to discuss the countless career opportunities available to you. Education representatives can provide you with information needed to obtain the skills necessary for the career opportunities that interest you.

Martin County, is a great place to work, live, raise families and have fun! We have several great cultural events, numerous types of recreation, and are close to many other attractive activities. The area is rich in history with plentiful employment opportunities.

We hope you enjoy your experience at Area Career Exploration, and that ACE introduces you to opportunities in our area that interest you, and you consider staying in the area.

***So, explore ... set your goals ... develop your talents ... and think about the opportunities that await you!***

*We wish you well in your journey, and we will always welcome you back!*

Margaret Dillard, President  
Kandi Menne, Office Manager/Director of Communications  
Fairmont Area Chamber of Commerce



## Sample Questions to Ask Business People

- » What type of training or education is required for your profession after high school?
- » Are there technical schools or colleges known for providing good preparation in your field?
- » What skills do I need to be successful in your profession?
- » What other experience was valuable in making your start in this job?
- » What are the advantages and disadvantages of being in your job?
- » What is the salary range for your profession?
- » (**DO NOT ASK** “What do you make”)
- » What trends will impact your profession?
- » What classes should I focus on in high school?

# 2018 AREA CAREER EXPLORATION VOLUNTEERS

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- **Linsey Preuss**, Fairmont Economic Development Authority (FEDA)
- **Andy Traetow**, Fairmont Area Schools
- **Margaret Dillard**, Fairmont Area Chamber
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- **Vicki Paskey**, Minnesota Valley Action Council

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## FAIRMONT AREA SCHOOL VOLUNTEERS:

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- **Eric Walker**, PAC

## ACE EVENT DAY COMMITTEE:

- **Joseph E. Brown Sr.**, Fairmont Area Schools
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- **Roni Dauer**, Fairmont Community Education & Recreation
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- **Vicki Paskey**, Minnesota Valley Action Council
- **Linsey Preuss**, Fairmont Economic Development Authority (FEDA)
- **Andy Traetow**, Fairmont Area Schools
- **Beth Neist**

## ACE IS MADE POSSIBLE BY OUR SPONSORS



- Bank Midwest - Fareway Food Stores, Inc. - Hy-Vee
  - Jerry Monson - Owatonna
- RESOURCE GUIDE COVER/LOGO DESIGN**
- Char Kahler, Char Commercial Art



### RESOURCE GUIDE PRINTING

- Fairmont Photo Press

### HOSTING SCHOOL

- Fairmont Jr/Sr High School

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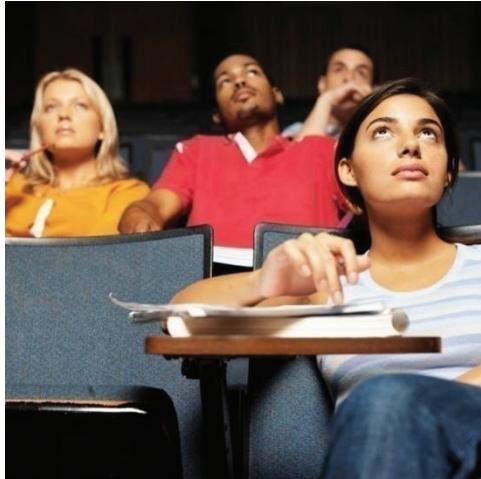
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# WHAT IS A CAREER CLUSTER?



Where do you start when choosing a career? With the number of career choices out there, it helps to organize your options.

Career clusters are one way to group career paths. Careers with common features are in the same cluster.

The 16 Career Clusters outlined in this Resource Guide can be used during career exploration as a way to find your best career match.

Review the circular graphic on page 14 to see how the career fields, career clusters & pathways fit together.

## HOW CAN CAREER CLUSTERS HELP ME?

- » Six Career Fields are the broadest level of career options. They're a good place to get started exploring.
- » Underneath those six career fields are 16 Career Clusters. This is where you can get more details about careers paths that interest you. Careers that need the same knowledge and skills are grouped in the same cluster. Each cluster can include hundreds of different careers.
- » Each career cluster includes one or more of the 81 Minnesota Career Pathways. A pathway is a group of related career specialties within a career cluster. A pathway has its own knowledge and skill requirements. Educational programs can be developed around each pathway. These programs are called Programs of Study, and can include high school and college courses based on industry expectations and skill standards.
- » The center of the career pathways graphic (page 14) shows Knowledge and Foundation Skills. These are a core set of skills needed to be ready for work and college.

**If you are unsure how to start, take the Career Clusters Interest Survey on page 7.**

This survey asks a few simple questions to match your interests to career clusters.

# CAREER CLUSTERS INTEREST SURVEY

Students Name \_\_\_\_\_

Grade \_\_\_\_\_

School \_\_\_\_\_

Date \_\_\_\_\_

## Directions

1. Circle the items in each box that best describe you. In each box you may circle as many items as you want.
2. Add the number of circles in each box.
3. After you've reviewed the whole survey, find your three boxes with the highest numbers and record those on page 13.
4. Discover more about the Career Clusters that matched your interests on pages 15-46.

Box A	<p><b>Activities that describe what I like to do:</b></p> <ul style="list-style-type: none"><li>1. Learn how things grow and stay alive.</li><li>2. Make the best use of the earth's natural resources.</li><li>3. Hunt and/or fish.</li><li>4. Protect the environment.</li><li>5. Be outdoors in all kinds of weather.</li><li>6. Plan, budget, and keep records.</li><li>7. Operate machines and keep them in good repair.</li></ul> <p><b>Personal qualities that describe me:</b></p> <ul style="list-style-type: none"><li>1. Self-reliant</li><li>2. Nature lover</li><li>3. Physically active</li><li>4. Planner</li><li>5. Creative problem-solver</li></ul> <p><b>School subjects I like:</b></p> <ul style="list-style-type: none"><li>1. Math</li><li>2. Life Sciences</li><li>3. Earth Sciences</li><li>4. Chemistry</li><li>5. Agriculture</li></ul> <p><b>Total number circled in Box A</b> <input type="text"/></p>	
Box B	<p><b>Activities that describe what I like to do:</b></p> <ul style="list-style-type: none"><li>1. Read and follow blueprints and/or instructions.</li><li>2. Picture in my mind what a finished product looks like.</li><li>3. Work with my hands.</li><li>4. Perform work that requires precise results.</li><li>5. Solve technical problems.</li><li>6. Visit and learn from beautiful, historic, or interesting buildings.</li><li>7. Follow logical, step-by-step procedures.</li></ul> <p><b>Personal qualities that describe me:</b></p> <ul style="list-style-type: none"><li>1. Curious</li><li>2. Good at following directions</li><li>3. Pay attention to detail</li><li>4. Good at visualizing possibilities</li><li>5. Patient and persistent</li></ul> <p><b>School subjects I like:</b></p> <ul style="list-style-type: none"><li>1. Math</li><li>2. Drafting</li><li>3. Physical Sciences</li><li>4. Construction Trades</li><li>5. Electrical Trades / Heat, Air Conditioning and Refrigeration / Technology Education</li></ul> <p><b>Total number circled in Box B</b> <input type="text"/></p>	

**Box C****Activities that describe what I like to do:**

1. Use my imagination to communicate new information to others.
2. Perform in front of others.
3. Read and write.
4. Play a musical instrument.
5. Perform creative, artistic activities.
6. Use video and recording technology.
7. Design brochures and posters.

**Personal qualities that describe me:**

1. Creative and imaginative
2. Good communicator/good vocabulary
3. Curious about new technology
4. Relate well to feelings and thoughts of others
5. Determined / tenacious

**School subjects I like:**

1. Art / Graphic design
2. Music
3. Speech and Drama
4. Journalism / Literature
5. Audiovisual Technologies

Total number circled in Box C

**Box D****Activities that describe what I like to do:**

1. Perform routine, organized activities but can be flexible.
2. Work with numbers and detailed information.
3. Be the leader in a group.
4. Make business contact with people.
5. Work with computer programs.
6. Create reports and communicate ideas.
7. Plan my work and follow instructions without close supervision.

**Personal qualities that describe me:**

1. Organized
2. Practical and logical
3. Patient
4. Tactful
5. Responsible

**School subjects I like:**

1. Computer Applications / Business and Information Technology
2. Accounting
3. Math
4. English
5. Economics

Total number circled in Box D

**Box E****Activities that describe what I like to do:**

1. Communicate with different types of people.
2. Help others with their homework or to learn new things.
3. Go to school.
4. Direct and plan activities for others.
5. Handle several responsibilities at once.
6. Acquire new information.
7. Help people overcome their challenges.

**Personal qualities that describe me:**

1. Friendly
2. Decision maker
3. Helpful
4. Innovative/Inquisitive
5. Good listener

**School subjects I like:**

1. Language Arts
2. Social Studies
3. Math
4. Science
5. Psychology

Total number circled in Box E

**Box F****Activities that describe what I like to do:**

1. Work with numbers.
2. Work to meet a deadline.
3. Make predictions based on existing facts.
4. Have a framework of rules by which to operate.
5. Analyze financial information and interpret it to others.
6. Handle money with accuracy and reliability.
7. Take pride in the way I dress and look.

**Personal qualities that describe me:**

1. Trustworthy
2. Orderly
3. Self-confident
4. Logical
5. Methodical or efficient

**School subjects I like:**

1. Accounting
2. Math
3. Economics
4. Banking / Financial Services
5. Business Law

Total number circled in Box F

**Box G****Activities that describe what I like to do:**

1. Be involved in politics.
2. Negotiate, defend, and debate ideas and topics.
3. Plan activities and work cooperatively with others
4. Work with details.
5. Perform a variety of duties that may change often
6. Analyze information and interpret it to others.
7. Travel and see things that are new to me.

**Personal qualities that describe me:**

1. Good communicator
2. Competitive
3. Service minded
4. Well organized
5. Problem solver

**School subjects I like:**

1. Government
2. Language Arts
3. History
4. Math
5. Foreign Language

Total number circled in Box G

**Box H****Activities that describe what I like to do:**

1. Work under pressure.
2. Help sick people and animals.
3. Make decisions based on logic and information.
4. Participate in health and science classes.
5. Respond quickly and calmly in emergencies.
6. Work as a member of a team.
7. Follow guidelines precisely and meet strict standards of accuracy.

**Personal qualities that describe me:**

1. Compassionate and caring
2. Good at following directions
3. Conscientious and careful
4. Patient
5. Good listener

**School subjects I like:**

1. Biological Sciences
2. Chemistry
3. Math
4. Occupational Health classes
5. Language Arts

Total number circled in Box H

**Box I**

**Activities that describe what I like to do:**

1. Investigate new places and activities.
2. Work with all ages and types of people.
3. Organize activities in which other people enjoy themselves.
4. Have a flexible schedule.
5. Help people make up their minds.
6. Communicate easily, tactfully, and courteously.
7. Learn about other cultures.

**Box J**

**Activities that describe what I like to do:**

1. Care about people, their needs, and their problems
2. Participate in community services and/or volunteering.
3. Listen to other people's viewpoints.
4. Help people be at their best.
5. Work with people from preschool age to old age.
6. Think of new ways to do things.
7. Make friends with different kinds of people.

**Box K**

**Activities that describe what I like to do:**

1. Work with computers.
2. Reason clearly and logically to solve complex problems.
3. Use machines, techniques, and processes.
4. Read technical materials and diagrams and solve technical problems.
5. Adapt to change.
6. Play video games and figure out how they work.
7. Concentrate for long periods without being distracted.

**Personal qualities that describe me:**

1. Tactful
2. Self-motivated
3. Works well with others
4. Outgoing
5. Slow to anger

**School subjects I like:**

1. Language Arts/Speech
2. Foreign Language
3. Social Science
4. Marketing
5. Food Services

**Total number circled in Box I**

**Total number circled in Box J**

**Total number circled in Box K**

**Personal qualities that describe me:**

1. Good communicator/good listener
2. Caring
3. Non-materialistic
4. Uses intuition and logic
5. Non-judgmental

**School subjects I like:**

1. Language Arts
2. Psychology/Sociology
3. Family and Consumer Sciences
4. Finance
5. Foreign Language



**Box L****Activities that describe what I like to do:**

1. Work under pressure or in the face of danger.
2. Make decisions based on my own observations.
3. Interact with other people.
4. Be in positions of authority.
5. Respect rules and regulations.
6. Debate and win arguments.
7. Observe and analyze people's behavior.

**Personal qualities that describe me:**

1. Adventurous
2. Dependable
3. Community-minded
4. Decisive
5. Optimistic

**School subjects I like:**

1. Language Arts
2. Psychology/Sociology
3. Government/History
4. Law Enforcement
5. First Aid / First Responder
6. Responder

Total number circled in Box L

**Box M****Activities that describe what I like to do:**

1. Work with my hands and learn that way.
2. Put things together.
3. Do routine, organized and accurate work.
4. Perform activities that produce tangible results.
5. Apply math to work out solutions.
6. Use hand and power tools and operate equipment / machinery.
7. Visualize objects in three dimensions from flat drawings.

**Personal qualities that describe me:**

1. Practical
2. Observant
3. Physically active
4. Step-by-step thinker
5. Coordinated

**School subjects I like:**

1. Math-Geometry
2. Chemistry
3. Trade and Industry courses
4. Physics
5. Language Arts

Total number circled in Box M

**Box N****Activities that describe what I like to do:**

1. Shop and go to the mall.
2. Be in charge.
3. Make displays and promote ideas.
4. Give presentations and enjoy public speaking.
5. Persuade people to buy products or to participate in activities.
6. Communicate my ideas to other people.
7. Take advantage of opportunities to make extra money.

**Personal qualities that describe me:**

1. Enthusiastic
2. Competitive
3. Creative
4. Self-motivated
5. Persuasive

**School subjects I like:**

1. Language Arts
2. Math
3. Business Education / Marketing
4. Economics
5. Computer Applications

Total number circled in Box N

**Box O****Activities that describe what I like to do:**

1. Interpret formulas.
2. Find the answers to questions.
3. Work in a laboratory.
4. Figure out how things work and investigate new things.
5. Explore new technology.
6. Experiment to find the best way to do something.
7. Pay attention to details and help things be precise.

**Personal qualities that describe me:**

1. Detail oriented
2. Inquisitive
3. Objective
4. Methodical
5. Mechanically inclined

**School subjects I like:**

1. Math
2. Science
3. Drafting/Computer-Aided Drafting
4. Electronics/Computer
5. Networking
6. Technical Classes /
7. Technology Education

Total  
number  
circled in  
**Box O**

**Box P****Activities that describe what I like to do:**

1. Travel.
2. See well and have quick reflexes.
3. Solve mechanical problems.
4. Design efficient processes.
5. Anticipate needs and prepare to meet them.
6. Drive or ride.
7. Move things from one place to another.

**Personal qualities that describe me:**

1. Realistic
2. Mechanical
3. Coordinated
4. Observant
5. Planner

**School subjects I like:**

1. Math
2. Trade and Industry courses
3. Physical Sciences
4. Economics
5. Foreign Language

Total  
number  
circled in  
**Box P**



- Record your top three boxes on the bottom of page 13.

**Disclaimer:** Your interests may change over time. These survey results are intended to assist you with informal career exploration. Consider more formal assessments and other resources or services to help you plan your career. This survey does not make any claims of statistical reliability.

**Note:** This survey does not make any claims of statistical reliability and has not been normed. It is intended for use as a guidance tool to generate discussion regarding careers and is valid for that purpose.

**Source:** Adapted from the Guidance Division Survey, Oklahoma Department of Career and Technology Education (2005)

# CAREER CLUSTERS INTEREST SURVEY - RESULTS

**Directions:** Record your totals from each box on pages 7-12 below. Look through the information about your top three clusters on pages 15-46.  
**When you attend ACE, visit the career exhibitors that match your top three clusters.**

Pages 15-16	Box A _____ Agriculture, Food & Natural Resources	Pages 31-32	Box I _____ Hospitality & Tourism
Pages 17-18	Box B _____ Architecture & Construction	Pages 33-34	Box J _____ Human Services
Pages 19-20	Box C _____ Arts, A/V Technology & Communications	Pages 35-36	Box K _____ Information Technology
Pages 21-22	Box D _____ Business, Management & Administration	Pages 37-38	Box L _____ Law, Public Safety & Security
Pages 23-24	Box E _____ Education & Training	Pages 39-40	Box M _____ Manufacturing
Pages 25-26	Box F _____ Finance	Pages 41-42	Box N _____ Marketing, Sales & Service
Pages 27-28	Box G _____ Government & Public Administration	Pages 43-44	Box O _____ Science, Technology, Engineering & Mathematics
Pages 29-30	Box H _____ Health Science	Pages 45-46	Box P _____ Transportation, Distribution & Logistics

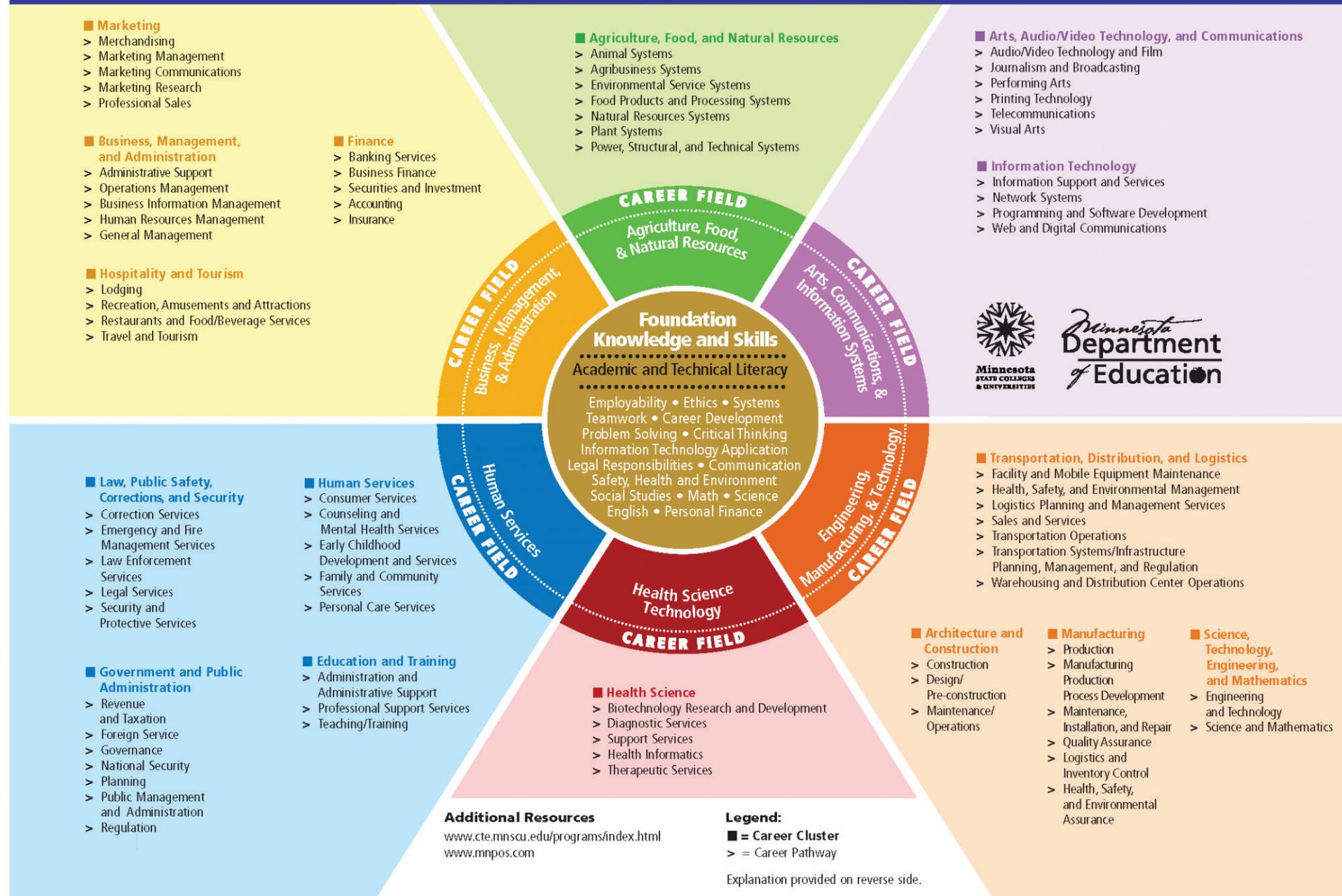
My top three Career Clusters of interest are:

- 1.
- 2.
- 3.

---

For more information, check with a career counselor at your high school, college or job training program, community agency, or WorkForce Center.

# Minnesota Career Fields, Clusters & Pathways



# AGRICULTURE, FOOD & NATURAL RESOURCES

*Do you enjoy working with animals? Are you interested in protecting the environment?*

## **Cluster Description:**

Agriculture, food, and natural resources workers produce agricultural goods. This includes food, plants, animals, fabrics, wood, and crops. You might work on a farm, ranch, dairy, orchard, greenhouse, or plant nursery. You could also work in a clinic or laboratory as a scientist or engineer. Some agriculture, food, and natural resources workers market, sell, or finance agricultural goods.

## **Ways to Explore this Cluster:**

- Join a group concerned with environmental issues like living or renewable energy.
- Job shadow or volunteer at a local animal shelter.
- Get involved with the National Future Farmers of America Organization ([wwwffa.org](http://wwwffa.org)) or Foremost Farms ([www.foremostfarms.com](http://www.foremostfarms.com)).
- Volunteer to care for flowers at the local park.
- Take a class related to:
  - Agricultural Business
  - Agriculture Technology
  - Animal Science
  - Natural Resources Management
  - Environmental Science

## **Skills Used in this Cluster:**

- **Computer** skills to use related technology and software.
- **Patience and cooperation** skills for working with people and animals.
- **Physical stamina** for heavy lifting, carrying and working with large machinery.
- **Problem-solving** skills to deal with weather-related complications or animal wellness issues.
- **Science** skills to know rules and methods for working with natural resources.

## Businesses Attending ACE in this Career

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>◦ <b>Central Farm Service - CFS</b></li><li>◦ <b>Crystal Valley</b></li><li>◦ <b>Fairmont Foods, Inc</b></li><li>◦ <b>Martin County Pork Producers</b></li><li>◦ <b>NuWay Cooperative</b></li></ul> | <ul style="list-style-type: none"><li>◦ <b>Christensen Farms</b></li><li>◦ <b>Fairmont Veterinary Clinic</b></li><li>◦ <b>Hugoson Pork</b></li><li>◦ <b>Martin County Implement</b></li><li>◦ <b>Preferred Capital Management</b></li><li>◦ <b>Rosen's Inc</b></li></ul> |
|---|--|

## AGRICULTURE, FOOD & NATURAL RESOURCES

Career Title	Description	Annual Low/Median Wages	Education/Training	Job Outlook
<b>Farm and Ranch Animals Farm workers</b>	Attend to live farm, ranch, or aquacultural animals that may include cattle, sheep, swine, goats, horses and other equines, poultry, finfish, shellfish, and bees.	\$19,882/\$20,314	<b>On-the-Job Training</b> Most learn working on farms. College education optional for specialized tasks.	
<b>Agricultural and Food Science Technicians</b>	Assist with animal breeding and nutrition; conduct tests to improve yield and quality of crops or increase the resistance of plants and animals to disease.	\$28,184/\$37,128	<b>Bachelor's Degree</b> Food Science Technology Moderate-Term On-the-Job Training	
<b>Food Batchmakers</b>	Set up/operate equipment that mixes/blends ingredients for manufacturing of food products. Includes candy & cheese makers.	\$31,298/\$43,786	<b>High School Diploma or Equivalent.</b> Moderate-Term On-the-Job Training	
<b>Heavy Equipment Mechanics</b>	Diagnose, adjust, repair, overhaul mobile mechanical, hydraulic, & pneumatic equipment, cranes, bulldozers, graders, conveyors, in construction, logging, surface mining.	\$33,300/\$47,694	<b>Post-Secondary Non-Degree Award</b> Long-Term On-the-Job Training	
<b>Landscapers &amp; Grounds keepers</b>	Perform a variety of tasks, may include a combination of: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, & installation of mortarless concrete masonry wall units.	\$19,885/\$23,546	<b>Less than High School</b> Short-Term On-the-Job Training	
<b>Mechanical Engineers</b>	Perform engineering duties in planning and designing tools, engines, machines, & other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems.	\$49,358/\$77,147	<b>Bachelor's Degree</b>	
<b>Veterinary Assistants and Laboratory Animal Caretakers</b>	Look after animals in laboratories, animal hospitals, and clinics. Care for animals by performing routine tasks under the supervision of scientists, veterinarians, and veterinary technologists and technicians..	\$20,675/\$30,139	<b>High School Diploma or Equivalent</b> - Short-Term On-the-Job Training	
<b>Biological Technicians</b>	Assists biological and medical scientists conduct laboratory tests and experiments.	\$31,803/\$42,099*	<b>Bachelor's Degree</b>	

# ARCHITECTURE & CONSTRUCTION

*Do you like to create models or make designs? Do you like to work with tools, objects, and numbers?*

## Cluster Description:

Architecture and construction workers work on buildings and other structures. This includes highways, bridges, houses, and buildings. You might create the designs or plans for new structures. Or, you might use the plans to build it or manage the workers on the project. Some architecture and construction workers do skilled trades, like carpentry, painting, or plumbing. Or, you might work as a landscaper and take care of flowers and trees on large properties.

## Ways to Explore this Cluster:

- Do home-repair projects.
- Job shadow at an architecture or home design firm.
- Read trade magazines to stay current on major construction projects and trends.
- Start a lawn mowing service.
- Take a class related to:
  - Blueprint Reading
  - Business Computer Applications
  - Computer-Assisted Design (CAD)
  - Geometry
  - Technical Writing

## Skills Used in this Cluster:

- **Customer service** skills are used by independent contractors to relate to clients.
- **Dependability** to be on time and work well with others.
- **Manual dexterity** is necessary to fit pieces of various sizes together and use a variety of tools.
- **Mathematics** is used every day to quickly compute simple calculations and measurements.
- **Problem-solving** skills are needed to finish the project even when a dilemma occurs.

## Businesses Attending ACE in this Career

- Beemer Companies, Inc.

## ARCHITECTURE & CONSTRUCTION

Career Title	Description	Annual Low/ Median Wages	Education/Training	Job Outlook
Carpenters	Construct, erect, install, or repair structures and fixtures made of wood. Install cabinets, siding, drywall and insulation. Brattice builders who build doors or brattices (ventilation walls or partitions) in underground passages	\$29,328/\$47,694	<b>High School Diploma or Equivalent/Apprenticeship</b> or train for 18-22 months at a technical college	
Cost Estimators	Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May Specialize	\$38,397/\$56,410	<b>High School Diploma or Equivalent</b>	
Electricians	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes.	\$38,438/\$62,296	Post-Secondary Non-Degree Award and/or Apprenticeship	
Heating & Cooling System Mechanics	Install or repair heating, central air conditioning, refrigeration systems, including oil burners, hot-air furnaces, & heating stoves.	\$36,254/\$50,710	Post-Secondary Non-Degree Award and/or Apprenticeship	
Plumbers & Pipefitters	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or gases. May install heating and cooling equipment and mechanical control systems.	\$50,710/\$60,320	<b>Apprenticeship</b> Most complete 4-5 year apprenticeship. Math skills needed	
Stationary Engineers & Boiler Operators	Operate or maintain stationary engines, boilers, or other mechanical equipment to provide utilities for buildings or industrial processes such as generators, motors, turbines, and boilers.	\$44,554/\$58,115	<b>Long-Term On-the-Job Training</b> More than 12 months	
Electrical Powerline Installers & Repairers	Install or repair cables or wires used in electrical power or distribution systems. May erect poles and light or heavy duty transmission towers.	\$59,051/\$77251	<b>Long-Term On-the-Job Training</b> More than 12 months	

# ARTS, A/V TECHNOLOGY & COMMUNICATIONS

*Is artistic expression important to you? Do you like to work with technology?*

## **Cluster Description:**

Arts, audio/video technology, and communications workers use creativity and their talents on the job. You might work for an audience as a performer or artist. This includes painters, dancers, sculptors, actors, and singers. Or, you might work behind the scenes to make a performance successful. This includes set designers, editors, broadcast technicians, and camera operators. Some audio/video technology and communications workers have high-profile jobs. Or, you might use your creative talents with technology and work as an animator, graphic designer, or film editor.

## **Ways to Explore this Cluster:**

- Join a community theatre group.
- Seek opportunities at a campus radio station, community cable TV station, web venture or local newspaper.
- Volunteer to teach multimedia, art, music or dance classes.
- Write a blog or publish original fiction, drawings, photography or videos.
- Take a class related to:
  - Band, Chorus or Music
  - Creative Writing
  - Interactive Media and Web Design
  - Mass Media Marketing
  - Public Speaking

## **Skills Used in this Cluster:**

- **Customer service** skills are used by independent contractors to relate to clients.
- **Dependability** to be on time and work well with others.
- **Manual dexterity** is necessary to fit pieces of various sizes together and use a variety of tools.
- **Mathematics** is used every day to quickly compute simple calculations and measurements.
- **Problem-solving** skills are needed to finish the project even when a dilemma occurs.

## Businesses Attending ACE in this Career

- AdMfg
- Midwest IT Systems

- Fairmont Opera House

# ARTS, A/V TECHNOLOGY & COMMUNICATIONS

Career Title	Description	Annual Low/Median Wages	Education/Training	Job Outlook
Graphic Designers	Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.	\$27,019/\$39,541	<b>Bachelor's Degree</b> Most have degree in art or design. Portfolio recommended.	★★★☆☆
Printing Press Operators	Set up and operate digital, letterpress, lithographic, flexographic, gravure, or other printing machines. Includes short-run offset printing presses.	\$23,317/\$37,419	<b>High school diploma or equivalent. Moderate term on the job training</b>	★★★★☆
Telecommunications Equipment Installers and Repair	Install, set-up, rearrange, or remove switching, distribution, routing, and dialing equipment in offices or headends. Service or repair telephone, cable television, internet, and other equipment. May install communications equipment or wiring in buildings.	\$37,690/\$64,667	<b>1-2 Years</b> Most complete 1-2 years at a technical college. Others train on the job.	★★★★☆
University & College Art, Drama & Music Teachers	Teach courses in drama, music, and the arts including fine and applied art, such as painting and sculpture, or design and crafts.	\$37,307/\$70,741	<b>Master's Degree</b> Most have degree in education or a subject area.	No Data Available
Computer User Support Specialists	Provide technical assistance . Resolve computer problems in person, telephone or electronically. May provide assistance concerning use of computer hardware & software, including printing, installation, word processing, electronic mail, & operating systems	\$34,216/\$50,627	<b>Associate's Degree</b>	★★★★★



# BUSINESS, MANAGEMENT & ADMINISTRATION

*Do you enjoy working with other people? Do you like to plan and organize activities?*

## **Cluster Description:**

Business, management, and administrative workers give the support needed to make a business run. You might check employee time records or train new employees. Or, you might work as a top executive and provide the overall direction for a company or department. There are many types of jobs at all levels. For example, you might manage the financial activities of a business, direct the public to specific people or departments, or record incoming and outgoing shipments.

## **Ways to Explore this Cluster:**

- Participate in a school or charity fundraiser.
- Join Junior Achievement.
- Use school assignments and extra-curricular activities to practice managing workflow and timelines.
- Start your own business.
- Take a class related to:
  - Algebra I and II
  - Business Law
  - International Business
  - Office Procedures
  - Public Speaking

## **Skills Used in this Cluster:**

- **Computer** skills to use relevant software and technology.
- **Critical-thinking** skills for problem-solving and generating new ideas.
- **Leadership** skills to be willing to do extra tasks and make timely decisions.
- **Cooperation** skills to work on projects with coworkers.
- **Speaking** skills to effectively relay information to customers and coworkers.

## Businesses Attending ACE in this Career

### ACE Participating Businesses:

- City of Fairmont
- Federated Rural Electric

# BUSINESS, MANAGEMENT & ADMINISTRATION

Career Title	Description	Annual Low/Median Wages	Education/Training	Job Outlook
<b>Compensation, Benefits &amp; Job Analysis Specialists</b>	Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.	\$45,968/\$82,826	<b>Bachelor's Degree</b> Many have 4-year degree related to human relations.	★★★☆☆
<b>Compensation and Benefits Manager</b>	Plan, direct, or coordinate compensation and benefits activities of an organization.	\$78,748/\$102,000*	<b>Bachelor's Degree</b> Can have 4-year degree in human resources, labor and industrial relations, or liberal arts.	★★★☆☆
<b>Executive Secretaries &amp; Administrative Assistants</b>	Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.	\$36,254/\$51,147	<b>On-the-Job Training</b> Most advance with previous experience or knowledge of the company.	★★★★★
<b>Payroll &amp; Timekeeping Clerks</b>	Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.	\$27,414/\$45,032	<b>Varies</b> Most receive training at a community or technical college. Others train on the job.	★★☆☆☆



# EDUCATION & TRAINING

*Are you outgoing? Do you like being in school?*

## Cluster Description:

Education and training workers guide and train people. As a teacher, you could influence young lives. You could also support the work of a classroom teacher as a counselor, librarian, or principal. You could coach sports activities or lead community classes. You could also work with adults. For example, you could lead training to employees in a business. Or you could work as a university or college professor for undergraduate or graduate students.

## Ways to Explore this Cluster:

- Coach a sports team.
- Teach a class at a community center.
- Tutor a family member or neighborhood youth.
- Volunteer at a library or literacy program.
- Take a class related to:
  - Child Development
  - Cultural/Ethnic Studies
  - Psychology
  - Safety and First Aid
  - World Languages

## Skills Used in this Cluster:

- **Creativity and enthusiasm** to keep students interested in materials.
- **Flexibility** to present materials and concepts in a variety of ways to different people.
- **Organization** skills to create lesson plans and track students' progress and problems.
- **Self-confidence** to stand in front of people and speak.
- **Tolerance** to deal with unmotivated or disruptive students and changing educational guidelines.

## Businesses Attending ACE in this Career

- Big Ideas Inc.
- Fairmont Community Education & Recreation
- Minnesota West Community & Technical College
- Presentation College - Fairmont
- Riverland Community College
- SCEMS
- Minnesota Valley Action Council

- Education Minnesota Fairmont
- Iowa Lakes Aviation
- North Central States Regional Council of Carpenters
- Ridgewater Community College
- South Central College
- Southern Plains Education Cooperative
- North Central States Regional Council of Carpenters

## EDUCATION & TRAINING

Career Title	Description	Annual Low/ Median Wages	Education/Training	Job Outlook
<b>Educational, Guidance, School, and Vocational Counselors</b>	Counsel individuals and provide group educational and vocational guidance services.	\$26,769/\$35,422	<b>Bachelor's Degree</b> Most have a master's degree in counseling or education. License required.	★★★★★☆
<b>Fitness Trainers &amp; Aerobics Instructors</b>	Instruct or coach groups or individuals in exercise activities. Demonstrate techniques and form, observe participants, and explain to them corrective measures to improve their skills.	\$20,966/\$35,526	<b>Varies</b> Most have certificates or degrees plus experience.	☆☆☆☆☆
<b>Adult Basic and Secondary Education and Literacy Teachers</b>	Teach or instruct out-of-school youths & adults in remedial education classes, preparatory classes for General Educational Development test, literacy, or English as a Second Language. Teaching may or may not take place in a traditional educational institution.	\$30,201/\$58,885	<b>Bachelor's Degree Internship/ residency</b>	★★★★☆☆
<b>Special Education Teachers, Preschool</b>	Teach preschool to subjects that are educationally and physically handicapped. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes to the mentally impaired.	\$39,951/\$53,090	<b>Bachelor's Degree</b> Must have a state-issued certification or license	★★★★☆☆
<b>Elementary School Teachers, Except Special Education</b>	Teach courses pertaining to education, such as counseling, curriculum, guidance, instruction, teacher education, and teaching English as a second language.	\$35,933/\$51,454	<b>Bachelor's Degree Internship/ residency</b>	★★★★★



# FINANCE

*Do you enjoy working with numbers? Are you comfortable following detailed plans?*

## **Cluster Description:**

Finance workers keep track of money. You might work in financial planning, banking, or insurance. For example, you might provide financial services to a business or individual. Or, you could maintain financial records or give advice to business executives on how to operate their business.

## **Ways to Explore this Cluster:**

- Join a local investment club.
- Manage your own checking account.
- Take a class in personal finance.
- Volunteer or get elected treasurer of an organization.
- Take a class related to:
  - Accounting
  - Algebra I and II
  - Business Computer Applications
  - International Business
  - Statistics

## **Skills Used in this Cluster:**

- **Accuracy** skills for dealing with numbers and money.
- **Computer** skills for spreadsheet and financial software along with standard office programs.
- **Discretion** to protect customers' personal information.
- **Instructional** skills for advising people about investment opportunities.
- **Mathematics** skills to calculate transactions.

## Businesses Attending ACE in this Career

- **Compeer Financial**
- **CCF Bank**
- **State Bank of Fairmont**
- **First Farmers & Merchants National Bank**
- **Bank Midwest**
- **Profinium, Inc.**

# FINANCE

Career Title	Description	Annual Low/ Median Wages	Education/Training	Job Outlook
<b>Bill &amp; Account Collectors</b>	Find and notify customers behind on payments. Might receive payments, prepare statements, start repossession procedures or keep records.	\$25,563/\$44,408	<b>Moderate On-the-Job Training</b> Post- secondary education helpful for advancement.	
<b>Financial Analysts</b>	Work in banks, pension funds, insurance companies, & other businesses. Financial analysts provide guidance to businesses & individuals for investment decisions. Assess performance of stocks, bonds, & other types of investments.	\$44,824/\$68,474	<b>Bachelor's Degree</b> Moderate-term training on the job. Must have includes some coursework in accounting.	
<b>Financial Managers</b>	Plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.	\$69,347/\$99,736	<b>Bachelor's Degree</b> Most have 4-year degree or higher in a related field and extensive work experience.	
<b>Insurance Agents</b>	Sell life, property, casualty, health, automotive, or other insurance. May refer clients to independent brokers, work as an independent broker, or be employed by an insurance company.	\$29,162/\$43,493	<b>On-the-Job Training</b> Most receive moderate-term training on the job. License required.	
<b>Bookkeeping, Accounting, and Auditing Clerks</b>	Bookkeeping, accounting, and auditing clerks produce financial records for organizations. They record financial transactions, update statements, and check financial records for accuracy.	\$20,259/\$36,442	<b>On-the-Job Training</b> Most receive short-term training on the job. College courses helpful for advancement.	



# GOVERNMENT & PUBLIC ADMINISTRATION

*Do you like to plan and organize activities? Are rules and laws important to you?*

## Cluster Description:

Government and public administration workers help pass and enforce the law. You could work in national, state, or local government. You will find almost every type of occupation within the government, including some jobs that are only found within government. For example, you might inspect new or remodeled buildings for safety, help people file the paperwork for a marriage license, or create proposals for urban development.

## Ways to Explore this Cluster:

- Attend city government meetings.
- Join the debate team.
- Go on a work-site visit to a local courthouse or city hall.
- Run for student government or an organization's board.
- Take a class related to:
  - Cultural/Ethnic Studies
  - Economics
  - Political Science
  - U.S. and World History
  - World Languages

## Skills Used in this Cluster:

- **Communication** skills for effective writing, speaking and listening to clients and co-workers.
- **Confidentiality** to guard clients' and organizations' private information.
- **Critical-thinking** skills when making decisions about the lives of others and possible consequences.
- **Organization and time management** skills to complete multiple projects on time.
- **Patience** when working on projects with many obstacles or that take a long time to complete.

## Businesses Attending ACE in this Career

- **City of Fairmont**
- **Fairmont WorkForce Center**
- **Minnesota Department of Labor & Industry**
- **US Navy**
- **Department of Employment & Economic Development**
- **Minnesota Valley Action Council**
- **Minnesota National Guard**
- **U.S. Army / Army Reserve**
- **Vocational Rehabilitation Services**
- **Martin County - IGNITE**
- **US Marines**

# GOVERNMENT & PUBLIC ADMINISTRATION

Career Title	Description	Annual Low/Median Wages	Education/Training	Job Outlook
<b>Administrative Services Managers</b>	Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services.	\$52,541/\$81,827	<b>Bachelor's Degree</b> Most have 4-year degree or higher in a related field and extensive work experience.	
<b>Social &amp; Community Service Managers</b>	Plan, direct, or coordinate activities of a social service program or community outreach organization. Oversee program or organization's budget and policies regarding participant involvement, program requirements, and benefits. May involve directing social workers, counselors, or probation officers.	\$44,117/\$72,155	<b>Bachelor's Degree</b> Most have 4-year degree or higher in a related field and extensive work experience.	
<b>Accountants and Auditors</b>	Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data.	\$44,450/\$62,774	<b>Bachelor's Degree</b>	



# HEALTH SCIENCE

*Can you work fast in an emergency? Do you enjoy helping people?*

## Cluster Description:

Health science workers promote health and wellness. They diagnose and treat injuries and disease. As a physician, dentist, or nurse, you could work directly with patients. You could also work in a laboratory to get information used in research or provide administrative support by keeping medical records. Health science jobs are found at a variety of different sites. For example, you could work in a hospital, office, clinic, or nursing home. Or you could work on a cruise ship, at a sports arena, or within a patient's home.

## Ways to Explore this Cluster:

- Attend community health events about health issues or ailments.
- Join a student organization like Health Occupation Students of America ([www.hosa.org](http://www.hosa.org)).
- Participate in the Science Club.
- Volunteer at a hospital or nursing home.
- Take a class related to:
  - Anatomy and Physiology
  - Computer Applications
  - Human Development
  - Safety and First Aid/CPR
  - World Languages

## Skills Used in this Cluster:

- **Computer and technical** skills to use office, lab and medical equipment, like X-ray machines.
- **Detail orientation** to notice small changes in patients' symptoms or data records.
- **Organization skills** to manage multiple projects and scheduled appointments.
- **Physical stamina** to stand for long periods of time and lift equipment and/or patients.
- **Speaking and listening** skills to make sure patients understand treatments and medical concepts.

## Businesses Attending ACE in this Career

- Fairmont Chiropractic & Acupuncture Health Care, LTD
- Lakeview Methodist Health Care Center
- Mayo Clinic Medical Transport - Gold Cross
- Joseph E. Switras - Psychologist
- Mayo Clinic Health System - Fairmont

## HEALTH SCIENCE

Career Title	Description	Annual Low/Median Wages	Education/Training	Job Outlook
<b>Radiologic Technologists</b>	Take X rays & CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other scanning modalities.	\$44,262/\$60,112	<b>Associate's degree</b>	
<b>Medical and Clinical Laboratory Technologists or Technicians</b>	Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under supervision of a medical technologist.	\$49,026/\$63,814 or \$35,235/\$46,550	<b>Bachelor's Degree or Associate's Degree</b>	
<b>Pharmacists</b>	Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians & other health practitioners on selection, dosage, interactions, and side effects of medications.	\$75,109/\$125,341	<b>Doctoral or Professional degree</b> Must have a Doctor of Pharmacy degree. Must be licensed,	
<b>Physical Therapists</b>	Assess, plan, organize, & participate in rehabilitative programs that improve mobility, relieve pain, increase strength & improve or correct disabling conditions resulting from disease or injury.	\$68,682/\$82,805	<b>Doctoral or Professional degree</b>	
<b>Physician Assistants</b>	Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment, and counsel patients. May, in some cases, prescribe medication. Must graduate from an accredited educational program for physician assistants.	\$88,483/\$107,806	<b>Master's Degree</b> Most have master's degrees in Physician Assistant Studies.	
<b>Registered Nurses</b>	Assess patient health problems/needs, develop & implement nursing care plans, & maintain medical records. Administer nursing care & advise	\$44,470/\$56,805	<b>Associates</b> Many go on to earn a Bachelor's degree.	

# HOSPITALITY & TOURISM

*Have you worked in a restaurant? Do you like to plan family recreational activities?*

## **Cluster Description:**

Hospitality and tourism workers help people enjoy vacations and entertainment activities. You might work at a restaurant, resort, sports arena, theme park, museum, or hotel. For example, you might manage operations of a college cafeteria, guide high school students on a trip to Spain, or rent equipment at a recreation center.

## **Ways to Explore this Cluster:**

- Help plan an event like a dance or charity event.
- Plan a family vacation.
- Plan and cook meals for family or neighborhood events.
- Take a part-time job in a restaurant, amusement center or hotel.
- Take a class related to:
  - Family and Consumer Sciences
  - Geography
  - International Business
  - Marketing
  - Office Procedures

## **Skills Used in this Cluster:**

- **Customer service** skills to deal effectively and courteously with the public.
- **Flexibility** to handle unexpected and hectic situations.
- **Memorization** skills for remembering orders, tables and customers.
- **Patience** to satisfy customers' expectations, particularly those establishments dependent on repeat business.
- **Physical stamina** to lift platters of food or cooking pots and stand for long periods of time.

## Businesses Attending ACE in this Career

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>◦ Fairmont Area Chamber of Commerce</li><li>◦ Hampton Inn</li><li>◦ Holiday Inn</li><li>◦ Quality Inn</li></ul> | <ul style="list-style-type: none"><li>◦ Graffiti Corner Frozen Treat &amp; Coffee Lounge</li><li>◦ Super 8</li><li>◦ TPI Hospitality</li><li>◦ Visit Farimont - Convention &amp; Visitor Bureau</li></ul> |
|---|---|

# HOSPITALITY & TOURISM

Career Title	Description	Annual Low/ Median Wages	Education/Training	Job Outlook
<b>First-Line Supervisors of Food Preparation and Serving Workers</b>	Directly supervise and coordinate activities of workers engaged in preparing and serving food.	\$22,942/\$34,715	<b>High school diploma or equivalent</b>	★★★★★
<b>Hotel, Motel, &amp; Resort Desk Clerks</b>	Accommodate patrons by registering and assigning rooms, transmitting and receiving messages, keeping records of accounts and collecting payments from departing guests.	\$19,864/\$22,110	<b>High school diploma</b> And short-term on the job training.	★★☆☆☆
<b>Restaurant Cooks</b>	Prepare, season, and cook dishes such as soups, meats, vegetables, or desserts in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.	\$19,947/\$22,630	Moderate-term on-the-job training or attend short-term programs. Varies by restaurant type.	★★★★★
<b>Waiters and Waitresses</b>	Take orders and serve food and beverages to patrons. May make out checks. Might set or clear tables.	\$19,614/\$20,072	<b>On-the-Job Training</b> Most learn on the job. Upscale restaurants require previous experience.	★★★★★



# HUMAN SERVICES

*Are you a good listener? Have you planned programs for school or community organizations?*

## **Cluster Description:**

Human services workers help individual and families meet their personal needs. You might work in a government office, hospital, nonprofit agency, nursing home, spa, hotel, or school. For example, you might help students with career and education choices at a high school, cut and color hair in a salon, or manage funeral services at a funeral home.

## **Ways to Explore this Cluster:**

- Coordinate a school wide food and/or clothing drive.
- Participate in Family, Career, and Community Leaders of America (FCCLA).
- Intern or volunteer with a nonprofit program that deals with issues meaningful to you, like animal welfare, poverty, the environment, children or veterans' issues.
- Take a class related to:
  - Ethnic and Gender Studies
  - Computer Applications
  - Life Skills
  - Psychology
  - World Languages

## **Skills Used in this Cluster:**

- **Confidentiality** to guard clients' private information.
- **Critical-thinking** skills for making on-the-spot judgments in stressful situations.
- **Physical stamina** to stand for long periods of time or endure long, stressful work shifts.
- **Problem sensitivity** to relate and react appropriately to clients issues.
- **Time management** skills to adequately provide services to the public within time constraints.

## Businesses Attending ACE in this Career

- ARC Southwest Minnesota
- Habilitative Services, Inc.
- Human Services of Faribault and Martin Counties
- Lkeview Methodist Health Care Center
- People First
- SMILES - Center for Independent Living
- Southern Plains Education Cooperative
- Community Options and Resources (COR)
- KRISMA Counseling Inc
- MRCI Worksource - Fairmont
- REM Heartland, Inc.
- STEP, Inc.

## HUMAN SERVICES

Career Title	Description	Annual Low/ Median Wages	Education/Training	Job Outlook
<b>Medical Records and Health Information Technicians</b>	Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, & regulatory requirements of the health care system. Process, maintain, compile, & report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.	\$32,739/\$37,794	<b>Post Secondary non-degree award</b>	
<b>Substance Abuse and Behavioral Disorder Counselors</b>	Counsel and advise individuals with alcohol, tobacco, drug, or other problems, such as gambling and eating disorders. May counsel individuals, families, or groups or engage in prevention programs.	\$43,576/\$54,246	<b>Bachelor's Degree</b>	
<b>Mental Health and Substance Abuse Social Workers</b>	Assess and treat individuals with mental, emotional, or substance abuse problems. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.	\$28,163/\$53,477	<b>Master's Degree</b>	
<b>Hairdressers, Hairstylists and Cosmetologists</b>	Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and scalp treatment. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.	\$19,885/\$24,918	<b>Post Secondary non-degree award</b>	
<b>Child Care Workers</b>	Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.	\$19,677/\$20,280	<b>Varies</b> Some train on the job. Formal education becoming standard.	
<b>Emergency Medical Technicians and Paramedics</b>	Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.	\$26,312 / \$35,006	<b>Post Secondary non-degree award</b>	

# INFORMATION TECHNOLOGY

*Do you learn new computer programs quickly? Are you organized and able to focus on details?*

## **Cluster Description:**

Information technology workers are in a growing and always changing field. You might work with computer hardware, software, multimedia, or network systems. You might design new computer equipment or work on a new computer game. Some information technology workers support and manage computer hardware. For example, you might make sure the networks are working or manage a network that links people across the world. Or, you might support others and answer questions about specific software or hardware.

## **Ways to Explore this Cluster:**

- Build or modify a personal computer and install software.
- Create your own Web page with a database and interactive elements.
- Set up a LAN (local area network) for gaming.
- Volunteer or intern as technical support for a nonprofit or community agency.
- Take a class related to:
  - Algebra I and II
  - Electronics
  - Multimedia
  - Technical Writing
  - Trigonometry

## **Skills Used in this Cluster:**

- **Cooperation** skills to work with clients and co-workers on projects.
- **Detail orientation** to pay attention to specific aspects of systems, programs or machines.
- **Instructional** skills to teach others about computers or explain programs.
- **Manual dexterity** for technicians who take machines apart and fix them.
- **Writing skills** to create reports and documentation.

## Businesses Attending ACE in this Career

- Midwest IT Systems, Inc.

# INFORMATION TECHNOLOGY

Career Title	Description	Annual Low/ Median Wages	Education/Training	Job Outlook
Applications Software Developers	Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team. May supervise computer programmers.	\$41,184/\$67,974	<b>Bachelor's Degree</b> Most have degree in computer or software engineering, or computer science.	
Computer User Support Specialists	Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.	\$30,971/\$43,014	<b>Associate's Degree</b>	
Database Administrators	Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.	\$40,789/\$71,531	<b>Bachelor's Degree</b> Most have degree in software, computer or information science. Certification recommended.	
Network and Computer Systems Administrators	Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Monitor network to ensure network availability to all system users and may perform necessary maintenance to support network availability. May monitor and test Web site performance to ensure Web sites operate correctly and without interruption. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures.	\$44,533/\$61,506	<b>Bachelor's Degree</b> Most have degree in computer or information science.	

# LAW, PUBLIC SAFETY & SECURITY

*Can you work with various kinds of people? Can you work in the face of danger?*

## **Cluster Description:**

Law, public safety, corrections, and security workers are found in a variety of settings. For example, you might guard the public and enforce the law as a police officer or security guard. Or, you might provide fire protection as a firefighter. Other workers provide legal services to people who commit crimes. For example, you might monitor activities within a prison, advise clients of their legal rights, or research legal procedures to support court cases.

## **Ways to Explore this Cluster:**

- Attend court hearings and other public legal proceedings.
- Take drivers education and keep a clean driving record.
- Intern or volunteer with a program that works with at-risk youth or ex-offenders and their families.
- Job shadow at a law firm to ask lawyers or paralegals about their careers.
- Take a class related to:
  - Cultural/Ethnic Studies
  - Debate
  - Psychology
  - Safety and First Aid
  - U.S. Government

## **Skills Used in this Cluster:**

- **Patience** when working with clients who are angry, scared, frustrated or stressed.
- **Confidentiality** to guard clients' private information.
- **Critical-thinking** skills when making decisions about the lives of others and possible consequences.
- **Selective attention** to notice details about people and situations.
- **Problem-solving** skills to know rules and methods to analyze data.

## Businesses Attending ACE in this Career

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>◦ <b>City of Fairmont Police Department</b></li><li>◦ <b>Krahmer, Shaffer and Edmundson Law Office</b></li><li>◦ <b>Martin County Probation Department</b></li><li>◦ <b>Minnesota Department of Corrections</b></li></ul> | <ul style="list-style-type: none"><li>◦ <b>Edman &amp; Edman Law Office</b></li><li>◦ <b>Mayo Clinic Medical Transport - Gold Cross</b></li><li>◦ <b>Martin County Sheriffs Department</b></li></ul> |
|---|--|

## LAW, PUBLIC SAFETY & SECURITY

Career Title	Description	Annual Low/Median Wages	Education/Training	Job Outlook
<b>Correctional Officers and Jailers</b>	Guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. Guard prisoners in transit between jail, courtroom, prison, or other point. Includes deputies and officers who spend time guarding prisoners.	\$38,334/\$50,003	<b>High school or Equivalent.</b> Must pass written, physical, drug and background exams.	★★★★★
<b>Probation Officers</b>	Provide social services to assist in rehabilitation of law offenders in custody or on probation or parole. Make recommendations for rehabilitation, employment & treatment upon release	\$37,731/\$63,669	<b>Bachelor's Degree</b> Most also complete state or federal training.	★★★★☆☆
<b>Police and Sheriff Patrol Officers</b>	Maintain order, protect life & property by enforcing local, tribal, State, or Federal laws & ordinances. Patrol specific area; direct & issue traffic summonses; investigate accidents; apprehend & arrest suspects, serve legal processes of courts.	\$30,514/\$54,413	<b>Associate's Degree</b>	★★★★★
<b>Executive Secretaries and Executive Administrative</b>	Perform secretarial duties using legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.	\$36,254/\$51,147	<b>High School or Equivalent Training and a 2-year degree becoming more of a requirement</b>	☆☆☆☆☆
<b>Paralegals and Legal Assistants</b>	Assist lawyers by investigating facts, preparing legal documents, research legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.	\$35,880/\$46,446	<b>Associate Degree</b> Most have 2-year degree. Advancement requires 4-year degree. Certification required.	☆☆☆☆☆
<b>Lawyer</b>	Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.	\$54,309/\$85,800	<b>Doctoral or Professional Degree</b>	☆☆☆☆☆

# MANUFACTURING

*Are you good with working with your hands? Can you explain to others how a machine works?*

## Cluster Description:

Manufacturing workers work with products and equipment. You might design a new product, decide how the product will be made, or make the product. You might work on cars, computers, appliances, airplanes, or electronic devices. Other manufacturing workers install or repair products. For example, you might install refrigerators or washers, repair plumbing in commercial buildings, or diagnose engine problems in cars and trucks.

## Ways to Explore this Cluster:

- Call a company to ask for a job-site visit or to job shadow.
- Do basic repairs on home and electronic appliances.
- Explore the requirements to enter an apprenticeship.
- Participate in Skills USA.
- Take a class related to:
  - Applied Math
  - Blueprint Reading
  - Industrial Technology
  - Physics
  - Technical Writing

## Skills Used in this Cluster:

- **Dependability** to do quality work and be committed to each task within a project.
- **Flexibility** to be willing to learn new technology and production techniques.
- **Manual dexterity** to complete labor by hand.
- **Problem-solving** skills to troubleshoot when machinery breaks down or find a solution when a job runs longer than expected.
- **Visual color discrimination** for jobs that involve color-coded electric wires or printing documents.

## Businesses Attending ACE in this Career

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"><li>◦ <b>3M</b></li><li>◦ <b>Agco / Doherty Staffing Solutions</b></li><li>◦ <b>GKN Wheels Armstrong</b></li></ul> | <ul style="list-style-type: none"><li>◦ <b>Aventure Staffing</b></li><li>◦ <b>C &amp; B Operations / Martin County Implement</b></li><li>◦ <b>Kahler Automation Corp.</b></li><li>◦ <b>Winnebago Manufacturing Co.</b></li></ul> | <ul style="list-style-type: none"><li>◦ <b>Avery Weigh-Tronix</b></li><li>◦ <b>Easy Automation Inc.</b></li><li>◦ <b>Redi-Haul Trailers, Inc.</b></li></ul> |
|--|--|---|

# MANUFACTURING

Career Title	Description	Annual Low/ Median Wages	Education/Training	Job Outlook
<b>Tool and Die Makers</b>	Analyze specifications, lay out metal stock, set up & operate machine tools, fit and assemble parts to make and repair dies, cutting tools, jigs, fixtures, gauges, and machinists' hand tools.	\$43,950/\$54,808	<b>High school diploma or equivalent. Long term on the job training</b>	
<b>Telecommunications Equipment Installers and Repair</b>	Install, set-up, rearrange, or remove switching, distribution, routing, & dialing equipment used in central offices or headends. Service/repair telephone, cable TV, Internet, & other communications equipment on customers' property. Install communications equipment or communications wiring in buildings.	\$30,950/\$46,426	<b>Postsecondary non-degree award</b> Some complete an apprenticeship.	
<b>Industrial Machinery Mechanics</b>	Repair, install, adjust, maintain industrial production & processing machinery. Refinery & pipeline distribution systems.	\$32,718/\$46,634	<b>Apprenticeship</b> Most complete an apprenticeship lasting 3-4 years. Others train on the job.	
<b>Machinists</b>	Set up & operate numerous machine tools to produce precision parts & instruments. Fabricate, modify, or repair mechanical instruments. Fabricate & modify parts to make or repair machine tools or maintain industrial machines, knowledge of mechanics, mathematics, metal properties, layout, and machining procedures.	\$26,853/\$37,315	<b>Apprenticeship</b> Most complete an apprenticeship lasting 3-4 years.	
<b>Welders &amp; Solderers, Brazing Machine Setters, Operators and Tenders</b>	Set up, operate, tend welding, soldering, or brazing machines or robots that weld, braze, solder, or heat treat metal products, components, or assemblies. Includes workers who operate laser cutters or laser-beam machines.	\$33,238/\$42,910	<b>1-2 Years</b> Most complete training in about 9-18 months. Some complete an apprenticeship.	
<b>Butchers and Meat Cutters</b>	Cut, trim, or prepare consumer-sized portions of meat for use or sale in retail establishments.	\$26,915/\$35,214	<b>On-the-Job Training</b> Most receive 1 month to 2 years training.	

# MARKETING, SALES & SERVICE

*Are you friendly and outgoing? Do you like to do public speaking or debating?*

## **Cluster Description:**

Marketing, sales, and service workers help businesses sell products. You might advertise and promote products so customers want to buy them. Or, you might sell products and services to customers. For example, you might develop a marketing plan for a small start-up company; sell furniture; or measure and fit lenses and frames for eyeglass customers.

## **Ways to Explore this Cluster:**

- Design promotional materials (brochures, flyers, etc.) for a local business.
- Get a part-time job in a retail store, real estate office or in promotions.
- Participate in Junior Achievement.
- Volunteer as an event planner or fundraiser for a nonprofit or community group.
- Take a class related to:
  - Accounting
  - Entrepreneurship
  - International Marketing
  - Multimedia
  - Psychology

## **Skills Used in this Cluster:**

- **Flexibility** to accept times when sales and money are low.
- **Initiative** to continually strive to find new customers.
- **Organization** skills to keep track of sales records, market trends and customer files.
- **Self-confidence** to face rejection and keep a positive attitude.
- **Speaking** skills to explain the benefits of a product or service to potential customers.

## Businesses Attending ACE in this Career

- Cavers Realty
- Fareway Foods
- Century 21 Northland Realty
- Fairmont Ford
- Kahler Automation Corp

## MARKETING, SALES & SERVICE

Career Title	Description	Annual Low/ Median Wages	Education/Training	Job Outlook
<b>Wholesale and Manufacturing Sales Representatives</b>	Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.	\$29,598/\$55,910	<b>Varies</b> Some learn on the job. But associate's or Bachelor's Degree is becoming more common	
<b>Marketing Managers</b>	Plan, direct, or coordinate marketing policies & programs, determining the demand for products and services offered by a firm & its competitors. Identify potential customers. Develop pricing strategies with a goal of maximizing the firm's profits/share of the market ensuring the firm's customers are satisfied. Oversee product development, monitor trends that indicate need for new products and services.	\$54,288/\$98,342	<b>Bachelor's Degree</b> Most have 4-year degree or higher in a related field and extensive work experience.	
<b>Market Research Analysts and Marketing Specialists</b>	Research market conditions in local, regional, or national areas, or gather information to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution.	\$33,738/\$50,003	<b>Bachelor's Degree</b> Most have a 4-year degree in business management or marketing. Knowledge of statistical software required	
<b>Sales Managers</b>	Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.	\$29,598/\$55,910	<b>Bachelor's Degree</b> Most have 4-year degree or higher in a related field and extensive work experience.	

# SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS

*Do you want to know how things work? Do you like to prepare projects for science fairs?*

## Cluster Description:

Science, technology, engineering, and mathematics workers do scientific research in laboratories or the field. Others plan or design products and systems. Or, you might support scientists, mathematicians, or engineers as they do their work. For example, you might oversee the construction of roads, develop systems to prevent diseases, or help engineers do research and read blueprints.

## Ways to Explore this Cluster:

- Do an informational interview with an engineer or someone who works in a lab.
- Join a science, biology, technology, electronics or math club.
- Learn computer applications or technology related to the field, like CAD.
- Teach youth at a technology or science camp or after-school program.
- Take a class related to:
  - Blueprint Reading
  - Calculus
  - Physics
  - Technical Writing
  - Trigonometry

## Skills Used in this Cluster:

- **Analytical** skills to research a project and reach precise conclusions.
- **Communication and cooperation** skills to interact with project partners.
- **Computer** capabilities to stay current on appropriate software and equipment.
- **Creative** abilities to solve problems and draft new ideas and designs.
- **Leadership** skills to lead projects and work well with customers.

## Businesses Attending ACE in this Career

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>◦ <b>Bolton and Menk, Inc.</b></li><li>◦ <b>Day Plumbing</b></li><li>◦ <b>Federated Rural Electric</b></li><li>◦ <b>Minnesota Department of Transportation</b></li></ul> | <ul style="list-style-type: none"><li>◦ <b>CHS, Inc.</b></li><li>◦ <b>Easy Automation</b></li><li>◦ <b>Kahler Automation Corp.</b></li><li>◦ <b>Valero Renewables - Welcome</b></li></ul> |
|--|---|

# SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS

Career Title	Description	Annual Low/ Median Wages	Education/Training	Job Outlook
Architectural and Engineering Managers	Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields.	\$76,294/\$109,762	<b>Bachelor's Degree</b> Most have 4-year degree or higher, plus work experience.	★★★★★
Electronics Engineers	Research, design, develop, test electronic components & systems for commercial, industrial, military, or scientific use employ knowledge of electronic theory & materials properties. Design electronic circuits & components for telecommunications, aerospace guidance & propulsion control, acoustics, instruments & controls.	\$45,677/\$79,269	<b>Bachelor's Degree</b> Most have degree in electrical engineering. License required.	★★★★★
Civil Engineers	Perform engineering duties in planning, designing, & overseeing construction & maintenance of building structures, & facilities, roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, & water & sewage systems. Includes architectural, structural, traffic, ocean, and geo-technical engineers.	\$54,891/\$77,896	<b>Bachelor's Degree</b> Most have 4-year degree in civil engineering. License required.	★★★★★
Industrial Engineering Technicians	Apply engineering theory and principles to problems of industrial layout or manufacturing production, usually under the direction of engineering staff. May perform time and motion studies on worker operations in a variety of industries for purposes such as establishing standard production rates or improving efficiency.	\$33,571/\$45,677	<b>Associate Degree</b> Most have 2-year degree in engineering technology. Work experience helps.	★★★★★



# TRANSPORTATION, DISTRIBUTION & LOGISTICS

*Do you have good eyesight and quick reflexes? Do you repair family's and friends' vehicles?*

## Cluster Description:

Transportation, distribution, and logistics workers move people and products by road, air, rail, and water. You might work as a driver, pilot, engineer, or captain. You might repair or maintain the vehicles, trains, planes, and ships that move people and products. Or, you might work behind the scenes to make sure the products and people get to the right place on time.

## Ways to Explore this Cluster:

- Skills USA
- Read trade publications to stay current on economic and political issues affecting transportation
- Job Shadow a transportation manager or dispatcher
- Intern at a local garage or motorcycle shop to learn the basics of auto or small engine repair

## Skills Used in this Cluster:

- **Customer service** skills to deal with people and be successful if self-employed.
- **Dependability** to keep on schedule and be responsible for the safety of others.
- **Manual dexterity** to manipulate equipment controls.
- **Physical stamina** to lift and carry items for transport or to be able to sit for long periods.
- **Selective attention** to stay alert despite potential distractions.

## Businesses Attending ACE in this Career

- City of Fairmont Airport & Aviation/Pilots
- Hy-Vee Foods
- Fareway Foods Stores, Inc.
- Iowa Lakes Aviation

## TRANSPORTATION, DISTRIBUTION & LOGISTICS

Career Title	Description	Annual Low/ Median Wages	Education/Training	Job Outlook
<b>Bus and Truck Mechanics and Diesel Engine Specialists</b>	Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines.	\$31,096/\$40,206	<b>Post-Secondary Non-Degree Award or Long-Term On-the-Job Training</b>	
<b>Transportation, Storage and Distribution Managers</b>	Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Includes logistics managers.	\$51,938/\$78,250	<b>Bachelor's Degree Industry knowledge required</b>	
<b>Heavy and Tractor-Trailer Truck Drivers</b>	Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license.	\$24,523/\$40,581	<b>Post-Secondary Non-Degree Award Commercial Driver's License required</b>	



# HIGH-DEMAND CAREERS IN SOUTH CENTRAL MINNESOTA

Career Cluster	Career Title	Annual Low/Median Wages	Education / Training
Management	Marketing Managers	\$72,701/\$98,327yr	Bachelor's degree
Management	Sales Managers	\$76,178/\$106,070yr	Bachelor's degree
Management	Public Relations and Fundraising Managers	\$65,610/\$77,941yr	Bachelor's degree
Management	Computer and Information Systems Managers	\$85,794/\$104,496yr	Bachelor's degree
Management	Financial Managers	\$84,111/\$99,733yr	Bachelor's degree
Management	Industrial Production Managers	\$70,604/\$82,288yr	Bachelor's degree
Management	Purchasing Managers	\$78,974/\$98,707yr	Bachelor's degree
Management	Compensation and Benefits Managers	\$102,379/\$137,645yr	Bachelor's degree
Management	Human Resources Managers	\$66,990/\$82,223yr	Bachelor's degree
Management	Training and Development Managers	\$61,871/\$87,533yr	Bachelor's degree
Management	Farmers, Ranchers, and Other Agricultural Managers	\$51,263/\$79,870yr	High school diploma or equivalent
Management	Construction Managers	\$67,343/\$85,188yr	Bachelor's degree
Management	Education Administrators, Preschool and Childcare	\$33,832/\$37,698yr	Bachelor's degree
Management	Education Administrators, Elementary and Secondary	\$89,122/\$97,767yr	Master's degree
Management	Education Administrators, Postsecondary	\$78,719/\$91,470yr	Master's degree
Management	Architectural and Engineering Managers	\$89,045/\$109,745yr	Bachelor's degree
Management	Lodging Managers	\$38,547/\$45,098yr	High school diploma or equivalent
Management	Medical and Health Services Managers	\$62,457/\$73,754yr	Bachelor's degree
Management	Natural Sciences Managers	\$109,769/\$118,039yr	Bachelor's degree
Management	Postmasters and Mail Superintendents	\$64,024/\$72,122yr	High school diploma or equivalent
Business and Financial Operations	Wholesale and Retail Buyers, Except Farm Products	\$41,650/\$50,066yr	Bachelor's degree
Business and Financial Operations	Purchasing Agents, Except Wholesale, Retail, and F	\$47,111/\$56,321yr	Bachelor's degree
Business and Financial Operations	Compliance Officers	\$54,964/\$59,957yr	Bachelor's degree
Business and Financial Operations	Cost Estimators	\$39,428/\$50,996yr	High school diploma or equivalent
Business and Financial Operations	Human Resources Specialists	\$42,045/\$49,684yr	Bachelor's degree
Business and Financial Operations	Logisticians	\$53,925/\$61,994yr	Bachelor's degree
Business and Financial Operations	Management Analysts	\$59,526/\$76,117yr	Bachelor's degree
Business and Financial Operations	Fundraisers	\$46,573/\$54,442yr	Bachelor's degree
Business and Financial Operations	Compensation, Benefits, and Job Analysis Specialists	\$54,823/\$68,266yr	Bachelor's degree
Business and Financial Operations	Training and Development Specialists	\$40,318/\$53,903yr	Bachelor's degree
Business and Financial Operations	Market Research Analysts and Marketing Specialists	\$40,828/\$50,011yr	Bachelor's degree
Business and Financial Operations	Accountants and Auditors	\$54,300/\$62,792yr	Bachelor's degree

## HIGH-DEMAND CAREERS IN SOUTH CENTRAL MINNESOTA

Business and Financial Operations	Appraisers and Assessors of Real Estate	\$47,954/\$58,520yr	Bachelor's degree
Business and Financial Operations	Credit Analysts	\$42,672/\$62,278yr	Bachelor's degree
Business and Financial Operations	Financial Analysts	\$54,352/\$68,481yr	Bachelor's degree
Business and Financial Operations	Personal Financial Advisors	\$47,519/\$103,891yr	Bachelor's degree
Business and Financial Operations	Financial Examiners	\$74,347/\$96,321yr	Bachelor's degree
Business and Financial Operations	Credit Counselors	\$38,797/\$45,715yr	Bachelor's degree
Business and Financial Operations	Loan Officers	\$52,197/\$75,480yr	High school diploma or equivalent
Computer and Mathematical	Computer Systems Analysts	\$62,924/\$77,286yr	Bachelor's degree
Computer and Mathematical	Information Security Analysts	\$59,624/\$79,940yr	Bachelor's degree
Computer and Mathematical	Computer Programmers	\$31,772/\$48,853yr	Bachelor's degree
Computer and Mathematical	Software Developers, Applications	\$51,942/\$67,976yr	Bachelor's degree
Computer and Mathematical	Software Developers, Systems Software	\$83,689/\$98,250yr	Bachelor's degree
Computer and Mathematical	Database Administrators	\$54,663/\$71,521yr	Bachelor's degree
Computer and Mathematical	Network and Computer Systems Administrators	\$53,638/\$61,507yr	Bachelor's degree
Computer and Mathematical	Computer Network Architects	\$73,869/\$89,121yr	Bachelor's degree
Computer and Mathematical	Computer User Support Specialists	\$35,782/\$43,013yr	Associate's degree
Computer and Mathematical	Computer Network Support Specialists	\$43,947/\$51,327yr	Associate's degree
Computer and Mathematical	Operations Research Analysts	\$86,590/\$113,066yr	Bachelor's degree
Architecture and Engineering	Architects, Except Landscape and Naval	\$56,108/\$67,445yr	Bachelor's degree
Architecture and Engineering	Civil Engineers	\$62,672/\$77,894yr	Bachelor's degree
Architecture and Engineering	Computer Hardware Engineers	\$81,102/\$104,413yr	Bachelor's degree
Architecture and Engineering	Electrical Engineers	\$66,030/\$78,367yr	Bachelor's degree
Architecture and Engineering	Electronics Engineers, Except Computer	\$55,398/\$79,258yr	Bachelor's degree
Architecture and Engineering	Environmental Engineers	\$57,035/\$69,551yr	Bachelor's degree
Architecture and Engineering	Health and Safety Engineers, Except Mining Safety	\$61,296/\$99,840yr	Bachelor's degree
Architecture and Engineering	Industrial Engineers	\$61,558/\$75,822yr	Bachelor's degree
Architecture and Engineering	Mechanical Engineers	\$61,625/\$77,148yr	Bachelor's degree
Architecture and Engineering	Architectural and Civil Drafters	\$43,832/\$50,989yr	Associate's degree
Architecture and Engineering	Mechanical Drafters	\$42,084/\$51,092yr	Associate's degree
Architecture and Engineering	Electrical and Electronics Engineering Technicians	\$40,797/\$55,008yr	Associate's degree
Architecture and Engineering	Environmental Engineering Technicians	\$36,647/\$42,723yr	Associate's degree
Architecture and Engineering	Industrial Engineering Technicians	\$40,969/\$45,683yr	Associate's degree
Life, Physical and Social Science	Animal Scientists	\$74,217/\$87,372yr	Bachelor's degree
Life, Physical and Social Science	Environmental Scientists and Specialists	\$47,307/\$54,139yr	Bachelor's degree

# HIGH-DEMAND CAREERS IN SOUTH CENTRAL MINNESOTA

Career Cluster	Career Title	Annual Low/Median Wages	Education / Training
Life, Physical and Social Science	Hydrologists	\$62,348/\$75,766yr	Bachelor's degree
Life, Physical and Social Science	Clinical, Counseling, and School Psychologists	\$50,111/\$63,455yr	Doctoral or professional degree
Community and Social Service	Educational, Guidance, School, and Vocational Counselors	\$29,098/\$35,436yr	Bachelor's degree
Community and Social Service	Marriage and Family Therapists	\$44,398/\$83,685yr	Master's degree
Community and Social Service	Mental Health Counselors	\$39,867/\$55,106yr	Bachelor's degree
Community and Social Service	Rehabilitation Counselors	\$36,714/\$46,714yr	Bachelor's degree
Community and Social Service	Child, Family, and School Social Workers	\$42,544/\$52,133yr	Master's degree
Community and Social Service	Healthcare Social Workers	\$39,536/\$46,702yr	Master's degree
Community and Social Service	Mental Health and Substance Abuse Social Workers	\$42,229/\$53,473yr	Master's degree
Community and Social Service	Probation Officers and Correctional Treatment Spec	\$47,710/\$63,664yr	Bachelor's degree
Community and Social Service	Social and Human Service Assistants	\$30,604/\$41,846yr	High school diploma or equivalent
Community and Social Service	Community Health Workers	\$32,537/\$38,667yr	High school diploma or equivalent
Community and Social Service	Directors, Religious Activities and Education	\$19,961/\$23,533yr	Bachelor's degree
Legal	Lawyers	\$60,659/\$85,818yr	Doctoral or professional degree
Legal	Title Examiners, Abstractors, and Searchers	\$45,129/\$49,549yr	High school diploma or equivalent
Education, Training and Library	Preschool Teachers, Except Special Education	\$20,406/\$24,886yr	Bachelor's degree
Education, Training and Library	Elementary School Teachers, Except Special Education	\$42,444/\$51,454yr	Bachelor's degree
Education, Training and Library	Middle School Teachers, Except Special and Career/	\$41,813/\$53,308yr	Bachelor's degree
Education, Training and Library	Secondary School Teachers, Except Special and Care	\$45,031/\$57,719yr	Bachelor's degree
Education, Training and Library	Career/Technical Education Teachers, Secondary School	\$51,147/\$57,536yr	Bachelor's degree
Education, Training and Library	Special Education Teachers, Kindergarten and Eleme	\$41,787/\$48,847yr	Bachelor's degree
Education, Training and Library	Adult Basic and Secondary Education and Literacy T	\$45,242/\$58,894yr	Bachelor's degree
Education, Training and Library	Teacher Assistants	\$22,987/\$27,881yr	High school diploma or equivalent
Arts, Design, Entertainment, Sports and Media	Commercial and Industrial Designers	\$44,404/\$58,318yr	Bachelor's degree
Arts, Design, Entertainment, Sports and Media	Graphic Designers	\$28,363/\$32,202yr	Bachelor's degree
Arts, Design, Entertainment, Sports and Media	Coaches and Scouts	\$34,164/\$49,699yr	High school diploma or equivalent
Arts, Design, Entertainment, Sports and Media	Reporters and Correspondents	\$29,680/\$41,326yr	Bachelor's degree
Arts, Design, Entertainment, Sports and Media	Public Relations Specialists	\$42,310/\$52,168yr	Bachelor's degree
Arts, Design, Entertainment, Sports and Media	Audio and Video Equipment Technicians	\$32,231/\$41,774yr	High school diploma or equivalent
Healthcare Practitioners and Technical	Chiropractors	\$66,083/\$73,773yr	Doctoral or professional degree
Healthcare Practitioners and Technical	Dentists, General	\$124,539/\$165,723yr	Doctoral or professional degree
Healthcare Practitioners and Technical	Dietitians and Nutritionists	\$55,119/\$59,977yr	Bachelor's degree

# HIGH-DEMAND CAREERS IN SOUTH CENTRAL MINNESOTA

Healthcare Practitioners and Technical	Pharmacists	\$110,493/\$125,345yr	Doctoral or professional degree
Healthcare Practitioners and Technical	Family and General Practitioners	\$158,996/\$200,163yr	Doctoral or professional degree
Healthcare Practitioners and Technical	Internists, General	\$189,272/yr	Doctoral or professional degree
Healthcare Practitioners and Technical	Obstetricians and Gynecologists	\$187,875/yr	Doctoral or professional degree
Healthcare Practitioners and Technical	Pediatricians, General	\$165,384/\$200,006yr	Doctoral or professional degree
Healthcare Practitioners and Technical	Psychiatrists	\$177,232/yr	Doctoral or professional degree
Healthcare Practitioners and Technical	Physician Assistants	\$95,667/\$107,805yr	Master's degree
Healthcare Practitioners and Technical	Podiatrists	\$162,316/\$193,029yr	Doctoral or professional degree
Healthcare Practitioners and Technical	Physical Therapists	\$73,932/\$82,795yr	Doctoral or professional degree
Healthcare Practitioners and Technical	Radiation Therapists	\$68,475/\$79,715yr	Associate's degree
Healthcare Practitioners and Technical	Recreational Therapists	\$47,796/\$55,340yr	Bachelor's degree
Healthcare Practitioners and Technical	Respiratory Therapists	\$58,682/\$67,077yr	Associate's degree
Healthcare Practitioners and Technical	Exercise Physiologists	\$52,657/\$59,979yr	Bachelor's degree
Healthcare Practitioners and Technical	Veterinarians	\$72,131/\$79,730yr	Doctoral or professional degree
Healthcare Practitioners and Technical	Registered Nurses	\$49,435/\$56,815yr	Associate's degree
Healthcare Practitioners and Technical	Nurse Anesthetists	\$164,159/\$181,637yr	Master's degree
Healthcare Practitioners and Technical	Nurse Midwives	\$92,646/\$107,522yr	Master's degree
Healthcare Practitioners and Technical	Nurse Practitioners	\$91,015/\$103,068yr	Master's degree
Healthcare Practitioners and Technical	Audiologists	\$71,219/\$80,049yr	Doctoral or professional degree
Healthcare Practitioners and Technical	Medical and Clinical Laboratory Technicians	\$40,476/\$46,556yr	Associate's degree
Healthcare Practitioners and Technical	Cardiovascular Technologists and Technicians	\$52,424/\$66,935yr	Associate's degree
Healthcare Practitioners and Technical	Diagnostic Medical Sonographers	\$66,963/\$75,346yr	Associate's degree
Healthcare Practitioners and Technical	Nuclear Medicine Technologists	\$72,505/\$82,317yr	Associate's degree
Healthcare Practitioners and Technical	Radiologic Technologists	\$50,960/\$60,114yr	Associate's degree
Healthcare Practitioners and Technical	Magnetic Resonance Imaging Technologists	\$66,946/\$73,629yr	Associate's degree
Healthcare Practitioners and Technical	Emergency Medical Technicians and Paramedics	\$29,118/\$35,001yr	Postsecondary non-degree award
Healthcare Practitioners and Technical	Pharmacy Technicians	\$26,038/\$31,051yr	High school diploma or equivalent
Healthcare Practitioners and Technical	Psychiatric Technicians	\$31,078/\$35,837yr	High school diploma or equivalent
Healthcare Practitioners and Technical	Surgical Technologists	\$44,496/\$50,890yr	Associate's degree
Healthcare Practitioners and Technical	Ophthalmic Medical Technicians	\$28,608/\$33,427yr	High school diploma or equivalent
Healthcare Practitioners and Technical	Licensed Practical and Licensed Vocational Nurses	\$37,785/\$42,936yr	Postsecondary non-degree award
Healthcare Practitioners and Technical	Medical Records and Health Information Technicians	\$34,625/\$37,788yr	Postsecondary non-degree award
Healthcare Practitioners and Technical	Opticians, Dispensing	\$27,729/\$30,940yr	High school diploma or equivalent
Healthcare Practitioners and Technical	Occupational Health and Safety Specialists	\$61,160/\$71,948yr	Bachelor's degree

# HIGH-DEMAND CAREERS IN SOUTH CENTRAL MINNESOTA

Career Cluster	Career Title	Annual Low/Median Wages	Education / Training
Healthcare Practitioners and Technical	Athletic Trainers	\$34,935/\$42,628yr	Bachelor's degree
Healthcare Support	Home Health Aides	\$22,107/\$24,200yr	Less than high school
Healthcare Support	Nursing Assistants	\$23,837/\$27,125yr	Postsecondary non-degree award
Healthcare Support	Physical Therapist Assistants	\$37,339/\$46,960yr	Associate's degree
Healthcare Support	Dental Assistants	\$42,940/\$48,851yr	Postsecondary non-degree award
Healthcare Support	Medical Assistants	\$27,495/\$34,122yr	High school diploma or equivalent
Healthcare Support	Medical Equipment Preparers	\$34,829/\$39,865yr	High school diploma or equivalent
Healthcare Support	Medical Transcriptionists	\$33,799/\$39,328yr	Postsecondary non-degree award
Healthcare Support	Pharmacy Aides	\$22,168/\$24,107yr	High school diploma or equivalent
Healthcare Support	Veterinary Assistants and Laboratory Animal Caretakers	\$26,326/\$30,147yr	High school diploma or equivalent
Protective Service	First-Line Supervisors of Police and Detectives	\$67,872/\$78,858yr	Bachelor's degree
Protective Service	Firefighters	\$22,333/\$24,413yr	High school diploma or equivalent
Protective Service	Bailiffs	\$29,336/\$36,875yr	High school diploma or equivalent
Protective Service	Correctional Officers and Jailers	\$43,168/\$50,004yr	High school diploma or equivalent
Protective Service	Police and Sheriff's Patrol Officers	\$37,927/\$54,424yr	Associate's degree
Food Preparation and Serving Related	Chefs and Head Cooks	\$34,560/\$41,347yr	High school diploma or equivalent
Food Preparation and Serving Related	Cooks, Fast Food	\$19,814/\$20,184yr	Less than high school
Food Preparation and Serving Related	Cooks, Institution and Cafeteria	\$23,140/\$26,267yr	Less than high school
Food Preparation and Serving Related	Cooks, Restaurant	\$20,486/\$22,629yr	Less than high school
Food Preparation and Serving Related	Combined Food Preparation and Serving Workers	\$19,997/\$20,776yr	Less than high school
Food Preparation and Serving Related	Counter Attendants, Cafeteria, Food Concession, and	\$20,265/\$23,589yr	Less than high school
Food Preparation and Serving Related	Waiters and Waitresses	\$19,749/\$20,069yr	Less than high school
Food Preparation and Serving Related	Food Servers, Non-restaurant	\$20,339/\$22,684yr	Less than high school
Building & Grounds Cleaning & Maintenance	Janitors and Cleaners, Except Maids and Housekeeping	\$21,297/\$25,913yr	Less than high school
Building & Grounds Cleaning & Maintenance	Maids and Housekeeping Cleaners	\$20,115/\$21,012yr	Less than high school
Building & Grounds Cleaning & Maintenance	Pest Control Workers	\$39,819/\$45,824yr	High school diploma or equivalent
Personal Care and Service	First-Line Supervisors of Personal Service Workers	\$30,022/\$35,991yr	High school diploma or equivalent
Personal Care and Service	Nonfarm Animal Caretakers	\$19,622/\$21,202yr	High school diploma or equivalent
Personal Care and Service	Funeral Attendants	\$22,509/\$24,177yr	High school diploma or equivalent
Personal Care and Service	Hairdressers, Hairstylists, and Cosmetologists	\$20,617/\$24,908yr	Postsecondary non-degree award
Personal Care and Service	Childcare Workers	\$19,899/\$20,284yr	High school diploma or equivalent
Personal Care and Service	Personal Care Aides	\$22,868/\$26,458yr	Less than high school

## HIGH-DEMAND CAREERS IN SOUTH CENTRAL MINNESOTA

Personal Care and Service	Residential Advisors	\$30,470/\$35,064yr	High school diploma or equivalent
Sales and Related	First-Line Supervisors of Retail Sales Workers	\$28,731/\$35,603yr	High school diploma or equivalent
Sales and Related	Cashiers	\$19,658/\$20,467yr	Less than high school
Sales and Related	Retail Salespersons	\$19,636/\$21,092yr	Less than high school
Sales and Related	Advertising Sales Agents	\$28,492/\$45,696yr	High school diploma or equivalent
Sales and Related	Securities, Commodities, and Financial Services Sales Agents	\$32,460/\$49,409yr	High school diploma or equivalent
Sales and Related	Sales Representatives, Wholesale and Manufacturing	\$66,247/\$98,300yr	Bachelor's degree
Sales and Related	Sales Representatives, Wholesale and Manufacturing	\$39,789/\$54,482yr	High school diploma or equivalent
Sales and Related	Demonstrators and Product Promoters	\$20,577/\$22,091yr	High school diploma or equivalent
Sales and Related	Real Estate Brokers	\$48,670/\$74,240yr	High school diploma or equivalent
Sales and Related	Real Estate Sales Agents	\$23,508/\$28,920yr	High school diploma or equivalent
Sales and Related	Sales Engineers	\$57,233/\$69,116yr	Bachelor's degree
Sales and Related	Door-to-Door Sales Workers, News and Street Vendor	\$26,670/\$29,330yr	Less than high school
Office and Administrative Support	First-Line Supervisors of Office and Administrative	\$41,452/\$51,307yr	High school diploma or equivalent
Office and Administrative Support	Bill and Account Collectors	\$35,656/\$44,401yr	High school diploma or equivalent
Office and Administrative Support	Billing and Posting Clerks	\$30,462/\$35,580yr	High school diploma or equivalent
Office and Administrative Support	Bookkeeping, Accounting, and Auditing Clerks	\$28,788/\$36,455yr	High school diploma or equivalent
Office and Administrative Support	Tellers	\$23,290/\$26,885yr	High school diploma or equivalent
Office and Administrative Support	Credit Authorizers, Checkers, and Clerks	\$36,872/\$43,386yr	High school diploma or equivalent
Office and Administrative Support	Customer Service Representatives	\$26,944/\$32,333yr	High school diploma or equivalent
Office and Administrative Support	Eligibility Interviewers, Government Programs	\$42,081/\$46,708yr	High school diploma or equivalent
Office and Administrative Support	Loan Interviewers and Clerks	\$30,054/\$35,003yr	High school diploma or equivalent
Office and Administrative Support	Cargo and Freight Agents	\$57,034/\$60,847yr	High school diploma or equivalent
Office and Administrative Support	Police, Fire, and Ambulance Dispatchers	\$39,174/\$46,320yr	High school diploma or equivalent
Office and Administrative Support	Production, Planning, and Expediting Clerks	\$35,312/\$44,254yr	High school diploma or equivalent
Office and Administrative Support	Shipping, Receiving, and Traffic Clerks	\$22,964/\$28,644yr	High school diploma or equivalent
Office and Administrative Support	Medical Secretaries	\$30,409/\$36,174yr	High school diploma or equivalent
Office and Administrative Support	Secretaries and Administrative Assistants, Except	\$32,520/\$37,489yr	High school diploma or equivalent
Office and Administrative Support	Mail Clerks and Mail Machine Operators	\$32,572/\$44,959yr	High school diploma or equivalent
Office and Administrative Support	Office Clerks, General	\$24,844/\$31,557yr	High school diploma or equivalent
Farming, Fishing and Forestry	Farmworkers, Farm, Ranch, and Aquacultural Animals	\$19,882/\$20,314yr	Less than high school
Farming, Fishing and Forestry	Logging Equipment Operators	\$32,153/\$37,045yr	High school diploma or equivalent
Construction and Extraction	First-Line Supervisors of Construction Trades and	\$50,343/\$60,148yr	High school diploma or equivalent
Construction and Extraction	Stonemasons	\$34,681/\$43,751yr	High school diploma or equivalent

# HIGH-DEMAND CAREERS IN SOUTH CENTRAL MINNESOTA

Career Cluster	Career Title	Annual Low/Median Wages	Education / Training
Construction and Extraction	Construction Laborers	\$29,865/\$41,596yr	Less than high school
Construction and Extraction	Electricians	\$47,919/\$61,799yr	Postsecondary non-degree award
Construction and Extraction	Helpers--Carpenters	\$31,939/\$38,452yr	Less than high school
Construction and Extraction	Helpers--Pipeliners, Plumbers, Pipefitters, and St	\$28,729/\$35,588yr	High school diploma or equivalent
Construction and Extraction	Helpers--Roofers	\$23,246/\$27,404yr	Less than high school
Installation, Maintenance and Repair	First-Line Supervisors of Mechanics, Installers, a	\$52,125/\$63,550yr	High school diploma or equivalent
Installation, Maintenance and Repair	Telecommunications Equipment Installers and Repair	\$37,833/\$46,416yr	High school diploma or equivalent
Installation, Maintenance and Repair	Electric Motor, Power Tool, and Related Repairers	\$34,046/\$39,673yr	Postsecondary non-degree award
Installation, Maintenance and Repair	Electrical and Electronics Repairers, Powerhouse,	\$67,228/\$76,817yr	Postsecondary non-degree award
Installation, Maintenance and Repair	Automotive Body and Related Repairers	\$32,974/\$44,546yr	High school diploma or equivalent
Installation, Maintenance and Repair	Automotive Service Technicians and Mechanics	\$30,343/\$37,089yr	Postsecondary non-degree award
Installation, Maintenance and Repair	Bus and Truck Mechanics and Diesel Engine Specialists	\$34,769/\$40,212yr	High school diploma or equivalent
Installation, Maintenance and Repair	Farm Equipment Mechanics and Service Technicians	\$32,746/\$42,601yr	Postsecondary non-degree award
Installation, Maintenance and Repair	Control and Valve Installers and Repairers, Except	\$55,218/\$66,570yr	High school diploma or equivalent
Installation, Maintenance and Repair	Heating, Air Conditioning, and Refrigeration Mechanics	\$41,771/\$47,753yr	Postsecondary non-degree award
Installation, Maintenance and Repair	Industrial Machinery Mechanics	\$39,912/\$46,637yr	Postsecondary non-degree award
Installation, Maintenance and Repair	Maintenance Workers, Machinery	\$26,774/\$35,573yr	High school diploma or equivalent
Installation, Maintenance and Repair	Medical Equipment Repairers	\$46,947/\$60,934yr	Associate's degree
Installation, Maintenance and Repair	Maintenance and Repair Workers, General	\$32,936/\$38,934yr	High school diploma or equivalent
Installation, Maintenance and Repair	Riggers	\$36,396/\$59,272yr	High school diploma or equivalent
Production	First-Line Supervisors of Production and Operating	\$41,228/\$53,733yr	High school diploma or equivalent
Production	Electromechanical Equipment Assemblers	\$24,610/\$28,770yr	High school diploma or equivalent
Production	Fiberglass Laminators and Fabricators	\$25,810/\$31,998yr	High school diploma or equivalent
Production	Team Assemblers	\$24,147/\$29,763yr	High school diploma or equivalent
Production	Timing Device Assemblers and Adjusters	\$28,669/\$37,797yr	High school diploma or equivalent
Production	Butchers and Meat Cutters	\$30,008/\$35,208yr	Less than high school
Production	Meat, Poultry, and Fish Cutters and Trimmers	\$26,395/\$28,318yr	Less than high school
Production	Slaughterers and Meat Packers	\$25,596/\$30,742yr	Less than high school
Production	Food Batchmakers	\$31,298/\$43,786yr	High school diploma or equivalent
Production	Food Cooking Machine Operators and Tenders	\$27,197/\$31,912yr	High school diploma or equivalent
Production	Computer-Controlled Machine Tool Operators, Metal	\$30,702/\$36,475yr	High school diploma or equivalent
Production	Computer Numerically Controlled Machine Tool Programmers	\$45,678/\$50,613yr	Postsecondary non-degree award

## HIGH-DEMAND CAREERS IN SOUTH CENTRAL MINNESOTA

Production	Extruding and Drawing Machine Setters, Operators,	\$33,433/\$40,697yr	High school diploma or equivalent
Production	Grinding, Lapping, Polishing, and Buffing Machine	\$35,480/\$47,746yr	High school diploma or equivalent
Production	Machinists	\$32,296/\$37,305yr	Postsecondary non-degree award
Production	Metal-Refining Furnace Operators and Tenders	\$39,002/\$44,260yr	High school diploma or equivalent
Production	Model Makers, Metal and Plastic	\$30,333/\$38,348yr	High school diploma or equivalent
Production	Welders, Cutters, Solderers, and Brazers	\$32,832/\$38,237yr	High school diploma or equivalent
Production	Heat Treating Equipment Setters, Operators, and Tenders	\$34,019/\$38,777yr	High school diploma or equivalent
Production	Layout Workers, Metal and Plastic	\$35,153/\$43,729yr	High school diploma or equivalent
Production	Plating and Coating Machine Setters, Operators, an	\$28,229/\$31,976yr	High school diploma or equivalent
Production	Tool Grinders, Filers, and Sharpeners	\$29,721/\$35,398yr	High school diploma or equivalent
Production	Prepress Technicians and Workers	\$35,141/\$46,070yr	High school diploma or equivalent
Production	Printing Press Operators	\$36,376/\$43,934yr	High school diploma or equivalent
Production	Print Binding and Finishing Workers	\$29,506/\$37,378yr	High school diploma or equivalent
Production	Laundry and Dry-Cleaning Workers	\$21,920/\$24,124yr	Less than high school
Production	Tailors, Dressmakers, and Custom Sewers	\$32,906/\$45,771yr	Less than high school
Production	Textile Knitting and Weaving Machine Setters, Operators	\$23,483/\$26,637yr	High school diploma or equivalent
Production	Extruding and Forming Machine Setters, Operators,	\$30,446/\$36,470yr	High school diploma or equivalent
Production	Stationary Engineers and Boiler Operators	\$39,591/\$50,615yr	High school diploma or equivalent
Production	Gas Plant Operators	\$55,378/\$64,394yr	High school diploma or equivalent
Production	Crushing, Grinding, and Polishing Machine Setters,	\$38,450/\$45,892yr	High school diploma or equivalent
Production	Mixing and Blending Machine Setters, Operators, an	\$31,513/\$37,015yr	High school diploma or equivalent
Production	Extruding, Forming, Pressing, & Compacting Machine Operators	\$31,232/\$38,056yr	High school diploma or equivalent
Production	Dental Laboratory Technicians	\$35,290/\$44,715yr	High school diploma or equivalent
Production	Cooling and Freezing Equipment Operators and Tenders	\$30,170/\$35,969yr	High school diploma or equivalent
Transportation and Material Moving	First-Line Supervisors of Helpers, Laborers, and M	\$38,894/\$46,149yr	High school diploma or equivalent
Transportation and Material Moving	First-Line Supervisors of Transportation and Mater	\$46,816/\$55,568yr	High school diploma or equivalent
Transportation and Material Moving	Bus Drivers, School or Special Client	\$26,149/\$30,916yr	High school diploma or equivalent
Transportation and Material Moving	Heavy and Tractor-Trailer Truck Drivers	\$33,448/\$40,584yr	High school diploma or equivalent
Transportation and Material Moving	Light Truck or Delivery Services Drivers	\$22,264/\$30,064yr	High school diploma or equivalent
Transportation and Material Moving	Automotive and Watercraft Service Attendants	\$20,414/\$24,271yr	Less than high school
Transportation and Material Moving	Conveyor Operators and Tenders	\$27,448/\$30,693yr	Less than high school
Transportation and Material Moving	Crane and Tower Operators	\$45,256/\$70,128yr	High school diploma or equivalent
Transportation and Material Moving	Cleaners of Vehicles and Equipment	\$20,965/\$24,225yr	Less than high school
Transportation and Material Moving	Laborers and Freight, Stock, and Material Movers,	\$25,252/\$31,014yr	Less than high school

## SOUTH CENTRAL MN COLLEGES

- » **Iowa Lakes Community College**  
[www.iowalakes.edu](http://www.iowalakes.edu) - 712 362-2604 or 1-800-521-5054
  - Algona, Emmetsburg, Estherville, Spencer, Spirit Lake
- » **Minnesota State College - Southeast Technical**  
[www.southeastmn.edu](http://www.southeastmn.edu) - 507-453-2785
  - Winona
- » **Minnesota State University - Mankato**  
[www.mnsu.edu](http://www.mnsu.edu) - 507-389-1822
- » **Minnesota West Community & Technical College**  
[www.mnwest.edu](http://www.mnwest.edu) - 507-825-6800
  - Canby and Jackson
- » **Presentation College - Fairmont**  
[www.presentation.edu/fairmont](http://www.presentation.edu/fairmont) - 507-235-4658
- » **Rasmussen College**  
[www.rasmussen.edu](http://www.rasmussen.edu) - 888-5-RASMUSSEN
  - Blaine, Bloomington, Brooklyn Park, Eagan, Mankato, Moorhead, St. Cloud, Woodbury
- » **Ridgewater College**  
[www.ridgewater.edu](http://www.ridgewater.edu) - 320-222-5200
  - Willmar, Hutchinson
- » **Riverland Community College**  
[www.riverland.edu](http://www.riverland.edu) - 507-433-0820
  - Albert Lea, Austin, Owatonna
- » **Rochester Community and Technical College**  
[www.rctc.edu](http://www.rctc.edu) - 507-285-7265
  - Rochester
- » **South Central College**  
[www.southcentral.edu](http://www.southcentral.edu) - 507-389-7220
  - Faribault, North Mankato
- » **Southwest Minnesota State University - Marshall**  
[www.southwestmsu.edu](http://www.southwestmsu.edu) - 507-537-6286
- » **University of Minnesota**  
[www.umn.edu](http://www.umn.edu) - 612-625-5000
  - Twin Cities, Crookston, Duluth, Morris, Rochester

## CAREER EXPLORATION & JOB SEARCH RESOURCES

- » **ISEEK** — [www.iseek.org](http://www.iseek.org)
- » **Creative Job Search Guide**  
[mn.gov/deed/job-seekers/find-a-job](http://mn.gov/deed/job-seekers/find-a-job)
- » **eFolio Minnesota** — [www.efoliomn.com](http://www.efoliomn.com)  
This online portfolio is designed to help you showcase your education, career and personal achievements.
- » **snagajob.com** — [www.snagajob.com](http://www.snagajob.com)  
We're more than just a job board; we offer advice and resources for job seekers too.
- » **Minnesota WorkForce Centers** — [mn.gov/deed/job-seekers/workforce-centers/workforce-center-locations/find-wfcs.jsp](http://mn.gov/deed/job-seekers/workforce-centers/workforce-center-locations/find-wfcs.jsp)  
Staff at WorkForce Centers help people get good jobs and find career direction. The WorkForce Centers offer several interest and skills assessments, job placement assistance and job search workshops. Fairmont's WorkForce Center can be contacted at: 507-235-5518.
- » **MN Department of Employment and Economic Development**  
[www.mn.gov/deed/](http://www.mn.gov/deed/)
- » **MNYouth Program** — [mn.gov/deed/job-seekers/find-a-job/targeted-services/youth-employment/mn-youth-program.jsp](http://mn.gov/deed/job-seekers/find-a-job/targeted-services/youth-employment/mn-youth-program.jsp)
- » **CareerOneStop** — [www.CareerOneStop.org](http://www.CareerOneStop.org)
- » **Occupational Outlook Handbook** — [www.bls.gov/ooh](http://www.bls.gov/ooh)
- » **ASVAB Career Exploration Program Overview Guide**  
[www.asvabprogram.com](http://www.asvabprogram.com).

## EDUCATION PLANNING & COLLEGE RESOURCES

- » **Minnesota Office of Higher Education** — [www.ohe.state.mn.us](http://www.ohe.state.mn.us)  
An easy-to-use website that helps students with preparation, selection and financial aid.
- » **ISEEK** — [www.iseek.org](http://www.iseek.org)  
This website's "Plan Your Education" section has information on all colleges and academic and job-training programs in Minnesota, including information on admission processes and financial aid.
- » **CareerOneStop** — [www.CareerOneStop.org](http://www.CareerOneStop.org)  
In the "Education + Training" section there is a Scholarship Search tool, a Financial Aid Advisor and information about colleges and job training programs across the country.
- » **FastWeb** — [www.fastweb.com](http://www.fastweb.com)  
This is the Internet's leading scholarship search service, helping students make the decisions that shape their lives.
- » **Free Application for Federal Student Aid** — [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
The FAFSA is the most important way to apply for financial aid. Most schools use the FAFSA to determine the amount of financial aid a student is eligible to receive and the amount they and their family are expected to contribute from savings or income.
- » **Minnesota State Colleges and Universities** — [www.mnscu.edu](http://www.mnscu.edu)  
This is the largest provider of higher education in Minnesota with its 32 institutions, including 25 two-year colleges and seven state universities. The website has information about each campus and all of their two-year, four-year, graduate and job-training programs.
- » **Minnesota Private Colleges Council** — [www.mnprivatecolleges.org](http://www.mnprivatecolleges.org)  
This group represents 17 private, 4-year liberal arts colleges in the state.
- » **Minnesota Career College Association** — [www.mncareercolleges.org](http://www.mncareercolleges.org)  
This association represents private post-secondary schools and colleges, which are accredited by an accrediting agency recognized by the United States Department of Education.

# MINNESOTA & NATIONAL JOB BANKS & EMPLOYMENT WEBSITES

- » **MinnesotaWorks Job Bank**  
[www.minnesotaworks.net](http://www.minnesotaworks.net)
- » **State of MN Government Job Openings**  
[www.careers.state.mn.us](http://www.careers.state.mn.us)
- » **Minnesota Merit System**  
[www.dhs.state.mn.us/agency/wd/jobs/merit](http://www.dhs.state.mn.us/agency/wd/jobs/merit)  
Civil service examinations for employment in the social services and human services agencies in 75 of Minnesota's counties.
- » **Fairmont Sentinel's Jobs Section**  
[www.fairmontsentinel.com](http://www.fairmontsentinel.com)
- » **Star Tribune's Jobs Section**  
[www.startribune.com/jobs](http://www.startribune.com/jobs)
- » **St. Paul Pioneer Press' Employment Section**  
[www.twincities.com/jobs](http://www.twincities.com/jobs)
- » **Minnesota Council of Nonprofits Job Board**  
[www.minnesotanonprofits.org/jobs](http://www.minnesotanonprofits.org/jobs)
- » **Upper Midwest Higher Education Recruitment Consortium**  
[www.hercjobs.org/upper\\_midwest](http://www.hercjobs.org/upper_midwest)
- » **Diversity Minnesota**  
[www.diversityminnesota.com](http://www.diversityminnesota.com)
- » **MinnesotaJobs.com**  
[www.minnesotajobs.com](http://www.minnesotajobs.com)
- » **USA Jobs**  
[www.usajobs.gov](http://www.usajobs.gov)  
Non-military jobs within the federal government.
- » **State Job Banks**  
[www.careeronestop.org/JobSearch/COS\\_jobsites.aspx](http://www.careeronestop.org/JobSearch/COS_jobsites.aspx)
- » **Hire Heroes USA**  
[www.hireheroesusa.org](http://www.hireheroesusa.org)
- » **Peace Corps**  
[www.peacecorps.gov](http://www.peacecorps.gov)
- » **Indeed**  
[www.indeed.com](http://www.indeed.com)
- » **CollegeRecruiter.com**  
[www.collegerecruiter.com](http://www.collegerecruiter.com)
- » **International Jobs**  
[www.intljobs.org](http://www.intljobs.org)
- » **FlipDog**  
[www.flipdog.com](http://www.flipdog.com)
- » **CareerBuilder**  
[www.careerbuilder.com](http://www.careerbuilder.com)
- » **Monster**  
[www.monster.com](http://www.monster.com)
- » **Simply Hired**  
[www.simplyhired.com](http://www.simplyhired.com)
- » **Jig Saw**  
[www.jigsaw.com](http://www.jigsaw.com)
- » **LinkedIn**  
[www.linkedin.com](http://www.linkedin.com)
- » **snagajob.com**  
[www.snagajob.com](http://www.snagajob.com)



## LOCAL RESOURCES FOR EMPLOYMENT AND GUIDANCE



### MVAC/Martin County Internship Program

MVAC serves young adults to help them achieve their educational and training goals.

[www.mnvac.org](http://www.mnvac.org)

**Purpose:** Paid internship program to develop skills and learn about career opportunities in Martin County.

**Process:** Student will complete a short term paid work experience/internship in a Martin County business. Once you are selected for the Martin County Internship Program Your career interests will be matched with that of a Martin County business. You will interview at a business for acceptance into the work experience/internship. If accepted, an orientation will be completed and you will work with the new employer to develop the job duties and performance standards.

**Contact:** Vicki Paskey MVAC, Fairmont. 507-235-5518 - [vpaskey@mnvac.org](mailto:vpaskey@mnvac.org)

### ~~~~~ The Minnesota WorkForce Center - Fairmont ~~~~



Minnesota WorkForce Center - Fairmont works with partners to help job seekers find employment and area business find the skilled workers they need.

From staff assistance to computer access, we have what you need for job search success.

**Fairmont WorkForce Center - Fairmont**

507-235-5518 or [www.mnwfc.org/fairmont](http://www.mnwfc.org/fairmont)



## ACE PARTICIPATING BUSINESSES

<b>3M</b> <a href="http://www.3m.com">www.3m.com</a>	<b>Ad Mfg, Inc. - Arts, A/V &amp; Communications</b> <a href="http://www.admfg.com">www.admfg.com</a>
<b>AGCO Corporation/ Doherty Staffing Solutions</b>  <b>Airline Pilot Careers</b>	<b>ARC Southwest Minnesota - Human Services</b> <a href="http://www.arcmnsw.com">www.arcmnsw.com</a>
<b>Aventure Staffing</b> <a href="http://www.aventure.com">www.aventure.com</a>	<b>Avery Weigh-Tronix</b> <a href="http://www.wtxweb.com">www.wtxweb.com</a>
<b>Bank Midwest</b> <a href="http://www.bankmidwest.com">www.bankmidwest.com</a>	<b>Beemer Companies, Inc.</b> <a href="http://www.beemercompanies.com">www.beemercompanies.com</a>
<b>Big Ideas Inc.</b> <a href="http://www.bigideasusa.org">www.bigideasusa.org</a>	<b>Bolton &amp; Menk Inc.</b> <a href="http://www.bolton-menk.com">www.bolton-menk.com</a>
<b>Cavers Realty</b> <a href="http://www.CaversRealty.com">www.CaversRealty.com</a>	<b>CENTURY 21 Northland Realty</b> <a href="http://www.CENTURY21NorthlandRealty.com">www.CENTURY21NorthlandRealty.com</a>
<b>CCF Bank</b> <a href="http://www.ccf.us">www.ccf.us</a>	<b>Christensen Farms</b> <a href="http://www.christensenfarms.com">www.christensenfarms.com</a>
<b>CHS, Inc.</b> <a href="http://www.chsinc.com">www.chsinc.com</a>	<b>Central farm Service (CFS)</b> <a href="http://www.cfscoop.com">www.cfscoop.com</a>
<b>City of Fairmont</b> <a href="http://www.fairmont.org">www.fairmont.org</a>  <b>City of Fairmont Airport &amp; Aviation Pilots</b>	<b>Compeer Financial</b> <a href="http://www.compeer.com">www.compeer.com</a>  <b>Community options &amp; Resources (COR)</b> <a href="http://www.cormn.com">www.cormn.com</a>
<b>Crystal Valley - Lake Crystal- Jackson</b>	<b>Day Plumbing</b> <a href="http://www.dayplumbing.com">www.dayplumbing.com</a>  <b>DEED - Workforce Center</b> <a href="http://www.mnwfc.org/fairmont">www.mnwfc.org/fairmont</a>

## ACE PARTICIPATING BUSINESSES

<b>Easy Automation</b> <a href="http://www.easy-automation.com">www.easy-automation.com</a>	<b>Education Minnesota Fairmont</b> <a href="http://www.fairmont.k12.mn.us">www.fairmont.k12.mn.us</a>
<b>Edman &amp; Edman Law Office</b> 507.238.4333	<b>Fairmont Chiropractic &amp; Acupuncture Health Care, LTD</b> 507.235.6629
<b>Fairmont Community Education &amp; Recreation</b> <a href="http://www.fairmont.k12.mn.us/CER/cer.htm">www.fairmont.k12.mn.us/CER/cer.htm</a>	<b>Fairmont Foods</b> <a href="http://www.fairmontfoods.com">www.fairmontfoods.com</a>
<b>Fairmont Ford</b> <a href="http://www.fairmontford.com">www.fairmontford.com</a>	<b>Fairmont Municipal Airport</b> <a href="http://www.fairmont.org/airport">www.fairmont.org/airport</a>
<b>Fairmont Opera House</b> <a href="http://www.fairmontopeahouse.com">www.fairmontopeahouse.com</a>	<b>Fairmont Police Department</b> <a href="http://www.fairmontpolice.org">www.fairmontpolice.org</a>
<b>Fairmont Veterinary Clinic</b> <a href="http://www.fmtvets.com">www.fmtvets.com</a>	<b>Fairmont WorkForce Center-DEED-MVAC Rehab Services</b> <a href="http://www.mnwfc.org/fairmont">www.mnwfc.org/fairmont</a>
<b>Fareway Foods Stores, Inc.</b> <a href="http://www.fareway.com">www.fareway.com</a>	<b>Federated Rural Electric</b> <a href="http://www.federatedrea.coop">www.federatedrea.coop</a>
<b>First Farmers and Merchants National Bank</b> <a href="http://www.ffmbank.com">www.ffmbank.com</a>	<b>Graffiti Corner Frozen Treat &amp; Coffee Lounge</b> 507.749.2007
<b>Gold Cross Ambulance - Mayo Clinic Medical Transport</b> <a href="http://www.mayoclinic.org/patient-visitor-guide/medical-transport">www.mayoclinic.org/patient-visitor-guide/medical-transport</a>	<b>GKN Wheels Armstrong</b> <a href="http://www.gknoffhighway.com">www.gknoffhighway.com</a>
<b>Habilitative Services, Inc. (HIS)</b> <a href="http://www.habsvinc.com">www.habsvinc.com</a>	<b>Hugson Pork</b> <a href="http://www.hugsonpork.com">www.hugsonpork.com</a>
<b>Human Services of Faribault &amp; Martin Counties</b> <a href="http://www.fmchs.com">www.fmchs.com</a>	<b>Hy-Vee Foods</b> <a href="http://www.hy-vee.com">www.hy-vee.com</a>
<b>Interagency Disabilities Providers Group</b> <a href="http://www.cormn.com">www.cormn.com</a>	<b>Iowa Lakes - Aviation</b> <a href="http://www.iowalakes.edu">www.iowalakes.edu</a>

## ACE PARTICIPATING BUSINESSES

<b>Joseph E. Switras, Ph.D., P. A.</b>  	<b>Kahler Automation Corp.</b> <a href="http://www.kahlerautomation.com">www.kahlerautomation.com</a>
<b>KRISMA Counseling Inc.</b> <a href="http://www.krismacounseling.net">www.krismacounseling.net</a>	<b>Krahmer, Shaffer and Edmunson Law Office</b>  <b>Lakeview Methodist Health Care Center</b> <a href="http://www.lakeviewmethodist.org">www.lakeviewmethodist.org</a>
<b>Martin County Implement C &amp; B Operations</b> <a href="http://www.deerequipment.com">www.deerequipment.com</a>	<b>Martin County - Ignite</b> <a href="http://www.martincountyeda.org">www.martincountyeda.org</a>
<b>Martin County Pork Producers</b> <a href="http://www.mnpork.com">www.mnpork.com</a>	<b>Martin County Sheriffs Department</b> <a href="http://www.co.martin.mn.us/SheriffDept/Sheriff.htm">www.co.martin.mn.us/SheriffDept/Sheriff.htm</a>
<b>Mayo Clinic Health System - Fairmont</b> <a href="http://www.mayoclinichealthsystem.org">www.mayoclinichealthsystem.org</a>	<b>MRCI Worksource</b> <a href="http://www.mrci.info">www.mrci.info</a>
<b>Midwest IT Systems, Inc.</b> <a href="http://www.itsystemsinc.net">www.itsystemsinc.net</a>	<b>Martin County Probation Department</b> <a href="http://www.doc.state.mn.us">www.doc.state.mn.us</a>
<b>Minnesota Department of Corrections</b> <a href="http://www.doc.state.mn.us">www.doc.state.mn.us</a>	<b>Minnesota Department of Labor and Industry</b> <a href="http://www.dli.mn.gov">www.dli.mn.gov</a>
<b>Minnesota National Guard</b> <a href="http://www.nationalguard.com">www.nationalguard.com</a>	<b>Minnesota Department of Transportation - District 7</b>
<b>Minnesota Valley Action Council</b> <a href="http://www.mnvac.org">www.mnvac.org</a>	<b>Minnesota West Community &amp; Technical College</b> <a href="http://www.mnwest.edu">www.mnwest.edu</a>
<b>North Central States Regional Council of Carpenters</b>	<b>NuWay Cooperative - Agriculture</b> <a href="http://www.nuwaycoop.com">www.nuwaycoop.com</a>
<b>People First</b> <a href="http://www.arcmnsw.com">www.arcmnsw.com</a>	<b>Preferred Capital Management</b>

## ACE PARTICIPATING BUSINESSES

<b>Presentation College Fairmont Campus</b> <a href="http://www.presentation.edu/fairmont">www.presentation.edu/fairmont</a>	<b>Profinium, Inc.</b> <a href="http://www.profinium.com">www.profinium.com</a>
<b>REM Heartland, Inc. - Human Services</b> <a href="http://www.remmnnesota.com">www.remmnnesota.com</a>	<b>Redi Haul Trailers</b> <a href="http://www.redihaul.com">www.redihaul.com</a>
<b>Ridgewater College</b> <a href="http://www.ridgewater.edu">www.ridgewater.edu</a>	<b>Riverland Community College</b> <a href="http://www.riverland.edu">www.riverland.edu</a>
<b>Rosen's Inc.</b> <a href="http://www.rosensdiversifiedinc.com">www.rosensdiversifiedinc.com</a>	SCEMS
<b>SMILES Center for Independent Living - Human Resources</b> <a href="http://www.smilescl.org">www.smilescl.org</a>	<b>Southern Plains Education Cooperative</b> <a href="http://www.southernplainsedcoop.org">www.southernplainsedcoop.org</a>
<b>South Central College</b> <a href="http://www.southcentral.edu">www.southcentral.edu</a>	<b>State Bank of Fairmont</b> <a href="http://www.sbof.com">www.sbof.com</a>
<b>STEP, Inc. - Human Services</b>	<b>Torgerson Properties - Hospitality &amp; Tourism</b> <a href="http://www.torgersonproperties.com">www.torgersonproperties.com</a>
<b>U.S. Army / Army Reserves</b> <a href="http://www.army.mil">www.army.mil</a>	<b>U.S. Marine Corp</b> <a href="http://www.marines.com">www.marines.com</a>
<b>Valero Renewables-Welcome</b> <a href="http://www.valero.com">www.valero.com</a>	<b>Vocational Rehabilitation Services (DEED)</b>
<b>Winnebago MFG Co</b>	
<b><i>Thank you to all volunteers who work to make Area Career Exploration Day a great event!</i></b>	<b><i>Plan to attend in 2019 Tentative date April 10</i></b>

## ACE PARTICIPATING COLLEGES



**Ridgewater College**

Willmar & Hutchinson

320.222.5200

[www.ridgewater.edu](http://www.ridgewater.edu)



**Riverland Community**

**College -**

507.443.0820

[www.riverland.edu](http://www.riverland.edu)



**Iowa Lakes Community**

**College**

800.521.5054

[www.iowlakes.edu](http://www.iowlakes.edu)



**South Central College**

Fairbault & North Mankato

507.389.7220

[www.southcentral.edu](http://www.southcentral.edu)



**Presentation College**

Fairmont

507.235.4658

[www.presentation.edu/fairmont](http://www.presentation.edu/fairmont)



**Minnesota West Community**

**& Technical College**

507.825.6800

[www.mnwest.edu](http://www.mnwest.edu)





