

OFFICE ADMINISTRATION

CAREER GUIDE

How to Use This Guide

1. **Identify:** Determine which area of Office Administration interests you most.
2. **Follow:** Enroll in the corresponding VGCC programs and complete the necessary coursework.
3. **Pursue:** Gain experience through internships or entry-level jobs while still in school.
4. **Advance:** Use the career guide to explore positions from entry-level to expert.



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Data Sources: Median salary ranges for NC by position based on AI from Bureau of Labor Statistics, Glassdoor, Payscale, and Salary.com.

These are general examples of positions that might be found in this career track. Actual positions and salaries vary depending on the industry and individual company.