



OFFICE ADMINISTRATION

CAREER GUIDE

How to Use This Guide

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

EXPERT
5+ YEARS EXPERIENCE

**DIRECTOR OF
ADMINISTRATION**
\$68,000-\$72,000/year
EDUCATION
Masters

Vice President of Operations
\$110,000-\$140,000/year
EDUCATION
Masters

**Chief Administrative
Officer (CAO)**
\$95,000-\$120,000/year
EDUCATION
Masters

ADVANCED
3-5 YEARS EXPERIENCE

Office Administrator
\$55,000-\$65,000/year
EDUCATION
Office Administration
Associate Degree/Bachelors

Operations Manager
\$60,000-\$75,000/year
EDUCATION
Office Administration
Associate Degree/Bachelors

Project Coordinator
\$43,000-\$50,000/year
EDUCATION
Office Administration
Associate Degree

MID-LEVEL
1-3 YEARS EXPERIENCE

Executive Assistant
\$46,000-\$55,000/year
EDUCATION
Office Administration
Associate Degree

Office Manager
\$45,000-\$52,000/year
EDUCATION
Office Administration
Associate Degree

**Virtual Customer Service
Representative**
\$36,000-\$40,000/year
EDUCATION
Virtual Office
Professional Certificate

ENTRY-LEVEL

Administrative Assistant
\$32,000-\$38,000/year
EDUCATION
*Office Administrative
Assistant Certificate*

Office Clerk
\$29,000-\$34,000/year
EDUCATION
*Office Administrative
Assistant Certificate*

Receptionist
\$28,000-\$33,000/year
EDUCATION
*Office Administrative
Assistant Certificate*

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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.