

## Management: Office Management Concentration

### Associate of Applied Science Degree

#### Program Overview:

The Office Management Program is designed to provide a two-year degree for those who desire office administrative skills needed in the workforce at large.

#### How Much Can I Earn?

\$26,410-\$48,670

\*Wages and salary data provided by the Bureau of Labor Statistics, Tennessee Department of Labor

#### What Will I Do On The Job?

Office managers supervise staff and manage office operations. You may have a variety of tasks that range from making sure new employees have workstations to overseeing renovations. As an office manager your job is to keep the office remaining productive.

#### What Skills Will I Use On The Job?

You will need proficient knowledge of computers and various software programs. Good interpersonal and communication skills are important. You will also need to work independently, stay organized, and take initiative. Office technology keeps changing, so be ready for continued on-the-job learning.

#### Possible Job Titles:

Executive Assistant, Administrative Assistant, Office Manager, Office Supervisor, Administrative Coordinator, Administrative Specialist, Assistant to Executive, Administrative Manager, Customer Service Representative, Administrative Associate, Executive/Secretary, Word Processing Specialist, Clerk/Typist.

#### Who Will Hire Me?

Office managers are hired by businesses, federal, state and local government, health care agencies, legal, and educational organizations. Chattanooga State graduates work with such organizations as Disney World, Chattanooga Imaging, CPR Training Concepts, Duncan and Hatcher and Frost Cutlery

#### Need More Information?

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