



ELISE

CAREER SERVICES SPECIALIST

NORTHWEST MICHIGAN WORKS!

CORE TASKS

- Greet incoming customers
- Offer computer assistance for job searches or resumes
- Administer the Table test
- Work closely with Career Advisors to connect customers with jobs
- Answer customer requests for additional information

OUTLOOK



**Increase in
job demand**

Check out other
occupations like or
Customer Services
Representative or
Career Advisor



ANNUAL SALARY RANGE

\$23,590–\$63,320

MICHIGAN



\$23,600–\$58,300

**NORTHWESTERN
MICHIGAN**

- Salary information from O*net

Elise's advice on going into this career:

I would suggest that they first have a love of public service and be able to put other's needs first. It is important to see the good in a person or situation and have a positive attitude.

HIGH SCHOOL CAREER TECH OPTIONS

- Charlevoix Emmet ISD Career Tech Programs: Business Management & Administration; Marketing, Sales & Service
- Northwest Education Services Career Tech Center: Business Careers
- Wexford Missaukee ISD Career Tech Center: Business Management & Administration; Hospitality, Retailing, & Entrepreneurship



CAREER SPECIALISTS MAY HAVE A BUSINESS, SOCIAL WORK OR OTHER BACKGROUNDS

- Baker College
- Kirtland Community College
- North Central Michigan College
- Northwestern Michigan College
- Westshore Community College
- University Center (NMC):
 - Davenport University_(Business)
 - Ferris State University_(Business)
 - Ferris State University_(Social Work)

FOCUSING ON CAREERS NEAR YOU



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