I want to start my career as an Administrative Assistant

What will I do?
Administrative Assistants are responsible for answering the phones, handling incoming and outgoing mail, and scheduling meetings.

What are the important facts?

Job Growth
There will always be a need for Administrative Assistants in Silicon Valley due to the increased amount of tech companies, medical offices, and non-profit organizations.

In California, Administrative Assistants are expected to have 4,630 new job openings between 2014 and 2024. This means there is a 10% employment increase in the state--this level of employment increase means there will be plenty of new jobs in the field.

Wage/Salary
In San Jose the average hourly wage is $21, with an annual salary of $43,890. In Silicon Valley, the living wage for a single person is $16.00 an hour.

Required Training
Administrative Assistants are recommended to have 6 months-1 year of training in Business Administration.

The route to get the necessary training to become an Administrative Assistant is through any Community College that offers Business Administration.

What are typical tasks?
- Assistants answer phone calls, take messages, and transfer calls.
- Greet patients or clients when they walk in the door.
- Arrange staff meetings and print out meeting agendas.
- Maintain databases and the filing systems.
- Assist staff members when needed.

What would make this career a great fit for me?
- Have basic computer skills and understand how to use Microsoft Software, such as Excel, Word, or Power Point.
- Able to stay organized
- Reliable and dependable
- Have a passion for working with people
- Enjoy working in an office setting.

Where can I get the training I need?
- De Anza College
- Evergreen College
- Foothill College
- Mission College
- San Jose City College
- West Valley College

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I want to start my career as a ....

Administrative Assistant

**Step 1**
Learn the skills employers say you need. Begin your education.

**Education & Training: Administrative Assistant**

- **Community College**
  Associates Degree or Certificate in Business Administration
  - De Anza College
  - Evergreen College
  - Foothill College
  - Mission College
  - San Jose City College
  - West Valley College

- **Four-Year University**
  Bachelor's Degree in Business—Marketing, Management, or Administration.
  - California State East Bay
  - Santa Clara University
  - San Francisco State
  - San Jose State University

**Step 2**
Find a job that fits your level of education and training.

**Career Pathways for Administrative Assistants**

**Entry-Level Positions**

**Administrative Assistant**
Individuals are required to have at least an Associate’s or Certificate of Completion.

**Employers**
- Any Office, Company, or organization can be a potential employer.
- Examples are Google, Microsoft, or any College.

**Labor Market Information**
- In San Jose the average hourly wage in San Jose is $21, with an annual salary of $43,890

**Mid-Level Positions**

**Executive Secretaries and Administrative Assistants**
Individuals are required to have 2-3 years of work experience as an Assistant, in order to move up to Senior Assistant.

**Employers**
- Intel
- Apple
- Verizon

**Labor Market Information**
- The average hourly wage in San Jose is $32.25, with an annual salary of $67,070.

In order to advance from Entry-Level to Mid-Level positions, it takes 2-3 years of work experience in an entry-level position, plus higher education and training, such as a Bachelor’s Degree.

These are not the exact career paths individuals must follow. This is meant to serve as an example.
What are the Skills Employers look for in an Administrative Assistant?

**Employers are looking for someone who:**

- Has either their Associate's Degree in Business Administration or a Certificate of Completion in Business Administration.
- Has strong computer skills and understanding of how to use Microsoft Software.
- Proficient with Microsoft Excel, Word, and Power Point.
- Is able to stay organized.
- Has customer service skills.
- Has strong verbal and written communication skills.
- Is able to work on a team.
- Is able to organize and prioritize office duties.
- Is capable of working in a fast-paced environment where things are constantly changing.
- Enjoys working in an office setting.
- Is a dependable and reliable employee.

**Employers may also refer to me as:**

- Support Services Assistant
- Office Assistant
- Front Desk Administrative Assistant

**Moving up: Administrative Assistants**

*Below are a few examples of how you can eventually move up in your career. These career advancements are options for when you are ready to advance from entry-level to mid or advanced-level positions.*

**Example Career Ladder:**