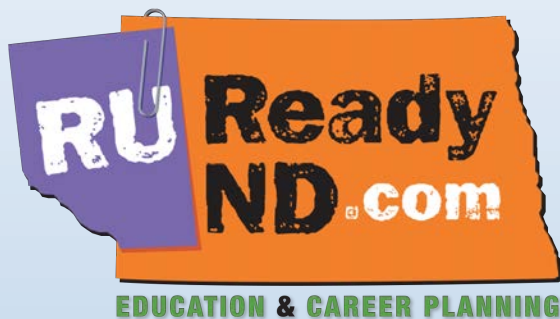


# North Dakota



# CAREERS by EDUCATION



For more information about careers, visit  
[www.RUReadyND.com](http://www.RUReadyND.com)  
or see the Career Development Counselor  
or Career Advisor at your school.

North Dakota Department of Career and Technical Education

600 E Boulevard Ave, Bismarck ND 58505-0610 - 701-328-3180 - [www.nd.gov/cte](http://www.nd.gov/cte)

		Typical Entry Level Education & Career	Total Openings	Average 2013 Wage	Examples of Tasks Performed
High School Diploma or Equivalent	1	<b>Farmers, Ranchers, &amp; Other Agricultural Managers</b>	4,250	N/A	Run establishments that produce crops, livestock, & dairy products.
	2	<b>Office Clerks, General</b>	3,008	\$24,940	Perform office tasks, including answering telephones, word processing, copying documents, & maintaining records.
	3	<b>Bookkeeping, Accounting, &amp; Auditing Clerks</b>	2,216	\$35,070	Produce financial records for organizations including transactions, statements, & checking records for accuracy.
	4	<b>Customer Service Representatives</b>	2,006	\$31,630	Handle customer complaints, process orders, & provide information about products & services.
	5	<b>Sales Rep., Wholesale &amp; Mfg, Exc. Tech. Products</b>	1,661	\$58,900	Sell goods to businesses or groups of individuals. Work requires substantial knowledge of items sold.
	6	<b>Childcare Workers</b>	1,647	\$18,560	Care for children's basic needs, such as bathing & feeding, when family members are unavailable.
	7	<b>Service Unit Operators, Oil, Gas, &amp; Mining</b>	1,450	\$55,850	Operate equipment to increase oil flow from producing wells or to remove obstructions from wells.
	8	<b>First-Line Supervisors of Retail Sales Workers</b>	1,399	\$39,200	Duties may include management functions, such as purchasing, budgeting, accounting, & personnel work.
	9	<b>Carpenters</b>	1,341	\$38,020	Construct & repair building structures—such as partitions, rafters, siding, & drywall.
	10	<b>Supervisors, Food Preparation &amp; Serving Workers</b>	1,332	\$32,000	Directly supervise & coordinate activities of workers engaged in preparing & serving food.
	11	<b>Teacher Assistants</b>	1,312	\$29,880	Work under a teacher's supervision to give students additional attention & instruction.
	12	<b>Secretaries, Except Legal, Medical, &amp; Executive</b>	1,269	\$34,500	Perform clerical functions such as correspondence, appointments, & organizing files.
	13	<b>Electricians</b>	1,175	\$53,670	Install & maintain electrical power, communications, lighting, & control systems in homes & factories.
	14	<b>Receptionists &amp; Information Clerks</b>	1,174	\$26,740	Provide information to the general public & customers regarding activities conducted at establishment.
	15	<b>Tellers</b>	1,166	\$25,390	Responsible for accurately processing routine transactions at a bank, including cashing checks & depositing money.
Associates Degree	1	<b>Registered Nurses</b>	3,134	\$56,030	Monitor all aspects of patient care, modify treatment, & consult with healthcare team.
	2	<b>Computer User Support Specialists</b>	780	\$45,330	Answer user inquiries regarding computer software or hardware to resolve problems.
	3	<b>Dental Hygienists</b>	340	\$62,490	Clean teeth, examine gums, develop x-ray film & watch for signs of decay or gum disease.
	4	<b>Preschool Teachers, Except Special Education</b>	227	\$26,680	Educate & care for children, ages 3 to 5, in a way that young children can understand.
	5	<b>Medical &amp; Clinical Laboratory Technicians</b>	216	\$40,380	Perform medical research, including chemical analysis, to further control & cure disease.
	6	<b>Radiologic Technologists</b>	201	\$46,540	Operate x-ray equipment, process radiographs, review & evaluate x-ray images.
	7	<b>Mechanical Engineering Technicians</b>	154	\$49,460	Modify, develop, test, or calibrate machinery & equipment under direction of engineers.
	8	<b>Paralegals &amp; Legal Assistants</b>	150	\$43,120	Prepare legal documents, including briefs, pleadings, appeals, wills, & contracts.
	9	<b>Civil Engineering Technicians</b>	140	\$45,690	Calculate dimensions, profile & component specifications, & material quantities.
	10	<b>Respiratory Therapists</b>	136	\$49,830	Set up & operate devices such as mechanical ventilators for specified treatment.
Postsecondary Non-Degree Award	1	<b>Heavy &amp; Tractor-Trailer Truck Drivers</b>	2,943	\$47,580	Transport goods from one location to another. Most tractor-trailer drivers are long-haul drivers.
	2	<b>Nursing Assistants</b>	2,452	\$28,070	Provide basic care for patients in hospitals & residents of long-term care facilities such as nursing homes.
	3	<b>Licensed Practical &amp; Licensed Vocational Nurses</b>	1,499	\$38,930	Observe patients, chart & report changes in patients' conditions.
	4	<b>Welders, Cutters, Solderers, &amp; Brazers</b>	1,257	\$48,960	Weld & solder components, dismantle metal assemblies, & analyze blueprints.
	5	<b>Automotive Service Technicians &amp; Mechanics</b>	933	\$39,920	Examine vehicles, compile estimates of repair costs, & secure approval to perform repairs.
	6	<b>Hairdressers, Hairstylists, &amp; Cosmetologists</b>	623	\$30,800	Determine & recommend beauty treatment, suggest hair styles, & cut hair.
	7	<b>Bus &amp; Truck Mechanics &amp; Diesel Engine Specialists</b>	555	\$46,680	Perform routine maintenance such as lubricating equipment & machinery.
	8	<b>Emergency Medical Technicians &amp; Paramedics</b>	375	\$26,130	Administer first-aid treatment & life-support care to persons in a pre-hospital setting.
	9	<b>Heating, Air Conditioning, Refrigeration Mechanics</b>	351	\$44,560	Reassemble & test equipment following repairs.
	10	<b>Medical Records &amp; Health Information Technicians</b>	351	\$31,970	Protect the security of medical records to ensure that confidentiality is maintained.

		Typical Entry Level Education & Career	Total Openings	Average 2013 Wage	Examples of Tasks Performed
<b>Bachelor's Degree</b>	1	<b>General &amp; Operations Managers</b>	2,239	\$102,610	Oversee activities directly related to making products or providing services.
	2	<b>Elementary Teachers, Except Special Education</b>	2,006	\$46,570	Instruct elementary students individually & in groups using various teaching methods.
	3	<b>Accountants &amp; Auditors</b>	1,854	\$56,320	Prepare, examine, or analyze accounting records, financial statements, or financial reports.
	4	<b>Secondary Teachers, Except Special &amp; Career Education</b>	1,008	\$46,850	Instruct students through lectures, discussions, & demonstrations in one or more subjects.
	5	<b>Chief Executives</b>	677	\$161,380	Direct an organization to fund operations, maximize investments, & increase efficiency.
	6	<b>Civil Engineers</b>	534	\$70,680	Analyze reports, maps, blueprints, & other topographical or geologic data to plan projects.
	7	<b>Industrial Engineers</b>	443	\$70,670	Analyze statistical data & establish quality & reliability objectives of finished product.
	8	<b>Petroleum Engineers</b>	442	N/A	Devise methods to improve oil & gas extraction, & determine the need for new or modified tool designs.
	9	<b>Financial Managers</b>	428	\$99,430	Process loans, prepare financial statements, & coordinate financial planning.
	10	<b>Graduate Teaching Assistants</b>	410	\$34,570	Assist faculty in postsecondary institutions by teaching lower level courses.
	11	<b>Market Research Analysts &amp; Marketing Specialists</b>	409	\$51,840	Study market conditions to help companies understand what products people want, who will buy them, & at what price.
	12	<b>Software Developers, Applications</b>	363	\$62,220	Develop, create, & modify general computer applications software. Analyze user needs & develop software solutions.
	13	<b>Loan Officers</b>	354	\$60,580	Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans.
	14	<b>Medical &amp; Health Services Managers</b>	354	\$78,510	Direct, supervise, & evaluate work activities of medical, technical, & service personnel.
	15	<b>Sales Managers</b>	345	\$100,080	Monitor customer preferences, determine price schedules, & resolve complaints.
<b>Master's, Doctoral, or Professional Degree</b>	1	<b>Lawyers</b>	384	\$90,850	Advise clients, prosecute or defend lawsuits, legal rights, & obligations.
	2	<b>Pharmacists</b>	328	\$111,090	Review prescriptions for accuracy, ascertain ingredients, & evaluate their suitability.
	3	<b>Physical Therapists</b>	289	\$67,880	Prepare & carry out individually designed programs of physical treatment for patients.
	4	<b>Nurse Practitioners</b>	255	\$87,500	Diagnose & treat illness, independently or as part of a healthcare team. May order lab work & x-rays.
	5	<b>Educational, School, &amp; Vocational Counselors</b>	231	\$53,140	Counsel individuals & provide group educational & vocational guidance services.
	6	<b>Family &amp; General Practitioners</b>	226	\$177,880	Diagnose, treat, & help prevent diseases & injuries that commonly occur in the general population.
	7	<b>Clergy</b>	217	\$44,860	Conduct religious worship & perform other functions associated with beliefs & practices of religious faith or denomination.
	8	<b>Education Administrators, Elementary &amp; Secondary</b>	193	\$81,670	Review, modify or approve new programs, & submit program proposals to school board.
	9	<b>Healthcare Social Workers</b>	173	\$44,080	Provide psychosocial support needed to cope with chronic, acute, or terminal illnesses.
	10	<b>Speech-Language Pathologists</b>	169	\$56,090	Assess, diagnose, treat, & help to prevent communication & swallowing disorders in patients.
	11	<b>Occupational Therapists</b>	168	\$58,040	Occupational therapists treat injured, ill, or disabled patients through the therapeutic use of everyday activities.
	12	<b>Surgeons</b>	164	\$237,870	Physicians who treat diseases, injuries, & deformities by surgical methods.
	13	<b>Physician Assistants</b>	148	\$92,240	Practice medicine on a team under the supervision of physicians & surgeons.
	14	<b>Librarians</b>	143	\$48,610	Help people find information & conduct research for personal & professional use.
	15	<b>Nurse Anesthetists</b>	122	\$171,630	Administer anesthesia, monitor patient's vital signs, & oversee patient recovery from anesthesia.

#### METHODOLOGY

These careers were selected based on the projected growth and replacement openings published in Job Service North Dakota's 2012-2022 Long-Term Employment Projections report. The skills and tasks are based on O\*NET 15 data.

#### TOTAL OPENINGS INCLUDE GROWTH AND REPLACEMENT OPENINGS

Growth openings are the number of anticipated openings due to new job growth. Replacement openings are the number of anticipated openings due to workers who permanently leave an occupation (i.e., retirement, death, etc.)

#### TYPICAL ENTRY-LEVEL EDUCATION

Typical entry-level education describes the education level most workers need to enter the occupation. The typical entry-level education is based on data from the U.S. Bureau of Labor Statistics and may differ by region or employer.

#### AVERAGE 2013 WAGES

Wage information was taken from Job Service North Dakota's 2013 Employment and Wages by Occupation report. Wage data excludes overtime pay, bonuses, and earnings from self-employed workers.



# Careers by Education

*A publication prepared by:*

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The screenshot shows the RUReadyND.com website. At the top left is the logo for RUReadyND.com with the tagline 'EDUCATION & CAREER PLANNING'. Below the logo is a search bar and a 'Sign In | Create an Account | Talk to Us | Need Help?' link. The main navigation bar includes links for 'CAREER PLANNING', 'HIGH SCHOOL PLANNING', 'COLLEGE PLANNING', 'FINANCIAL AID PLANNING', and 'YOUR PORTFOLIO'. A large banner features a photo of students and the text: 'Find everything you need from course planning to finding the right job in one easy place.' To the right of the banner is a 'SIGN IN' section with fields for 'Account name:' and 'Password:', a 'SIGN IN' button, and links for 'New to this site? Create an account. Forget your account name or password?'. Below this is a 'CHECK IT OUT' section with links to 'Bank of ND College Planning Center' and 'ND Career Planning Resources'. A 'ROADS to SUCCESS' section is also visible, with a description: 'Roads to Success is a guided curriculum designed to integrate college and career planning resources within classroom lessons.' At the bottom, there is a 'WHO ARE YOU?' section with buttons for 'ELEMENTARY SCHOOL STUDENT', 'MIDDLE SCHOOL STUDENT', 'HIGH SCHOOL STUDENT', 'COLLEGE STUDENT', 'ADULT STUDENT', 'PARENT OF A STUDENT', and 'EDUCATOR'. The footer contains navigation links, social media icons, and logos for 'North Dakota cte Career and Technical Education' and 'BND COLLEGE PLANNING CENTER'.

## Plan your future at RUReadyND.com!

RUReadyND.com is an online education and career information delivery system designed to help individuals achieve academic and career success.

All students and adults in North Dakota can benefit from RUReadyND.com!

- Elementary students can begin their career exploration with Paws in Jobland.
- Middle school and high school students can discover their strengths and interests to create a plan of study that will help them reach their goals. ACT test preparation, postsecondary education opportunities and financial aid information is available. Resume writing and job interview preparation will enhance the career planning process.
- Postsecondary students and adults can research careers, match interests to careers, update a resume and polish their job interview skills.

All this and much more is available at RUReadyND.com. For more information, contact your school's Career Development Counselor or Career Advisor or the:

**North Dakota Career Resource Network**

**Phone: 701-328-9733 E-Mail: [ndcrn@nd.gov](mailto:ndcrn@nd.gov)**

**[www.nd.gov/cte/crn](http://www.nd.gov/cte/crn)**

