

User name:

Password:

[Forgot your username and password?](#)

- Home
- Career Exploration
- Career Information System
- College Exploration
- Paying for College
- Career Search
- Getting Started
- System Feedback Survey
- Resources
- Trainings



Connect to Your Future... Today!

Missouri Connections is a web-based resource to help Missouri Citizens determine their career interests, explore occupations, establish education plans, develop job search strategies, and create resumé's. Sponsored by the Department of Elementary and Secondary Education and the Department of Economic Development, Missouri Connections is available to students, parents, guidance counselors, educators, and job seekers at no charge.

Students

Parents

Educators

Job Seekers

Career Centers

Students

Begin your career exploration and planning with the Missouri Connections' **Career Information System**.



Register/log-in for these personalized features:

- **Take Career Information System assessments**
Learn about your career interests, values, and skills.
- **Build a portfolio**
Keep track of assessment scores, favorite clusters, occupations, colleges, resumé's, and more!
- **Create your career plan and course plan**
Review with your counselor at least once a year.

If you already have an account, log with your personal username and password

[New Users](#)

User name:
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- Home
- **Career Exploration** →
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[Students](#) | [Parents](#) | [Educators](#) | [Job Seekers](#) | [Career Centers](#)

- 16 Careers Clusters
- Hot Careers in Missouri
- Missouri Career Exploration Tool
- Missouri Family Wage Calculator
- Missouri Occupation Profile Sheets

career exploration and planning with the Missouri **Career Information System.**



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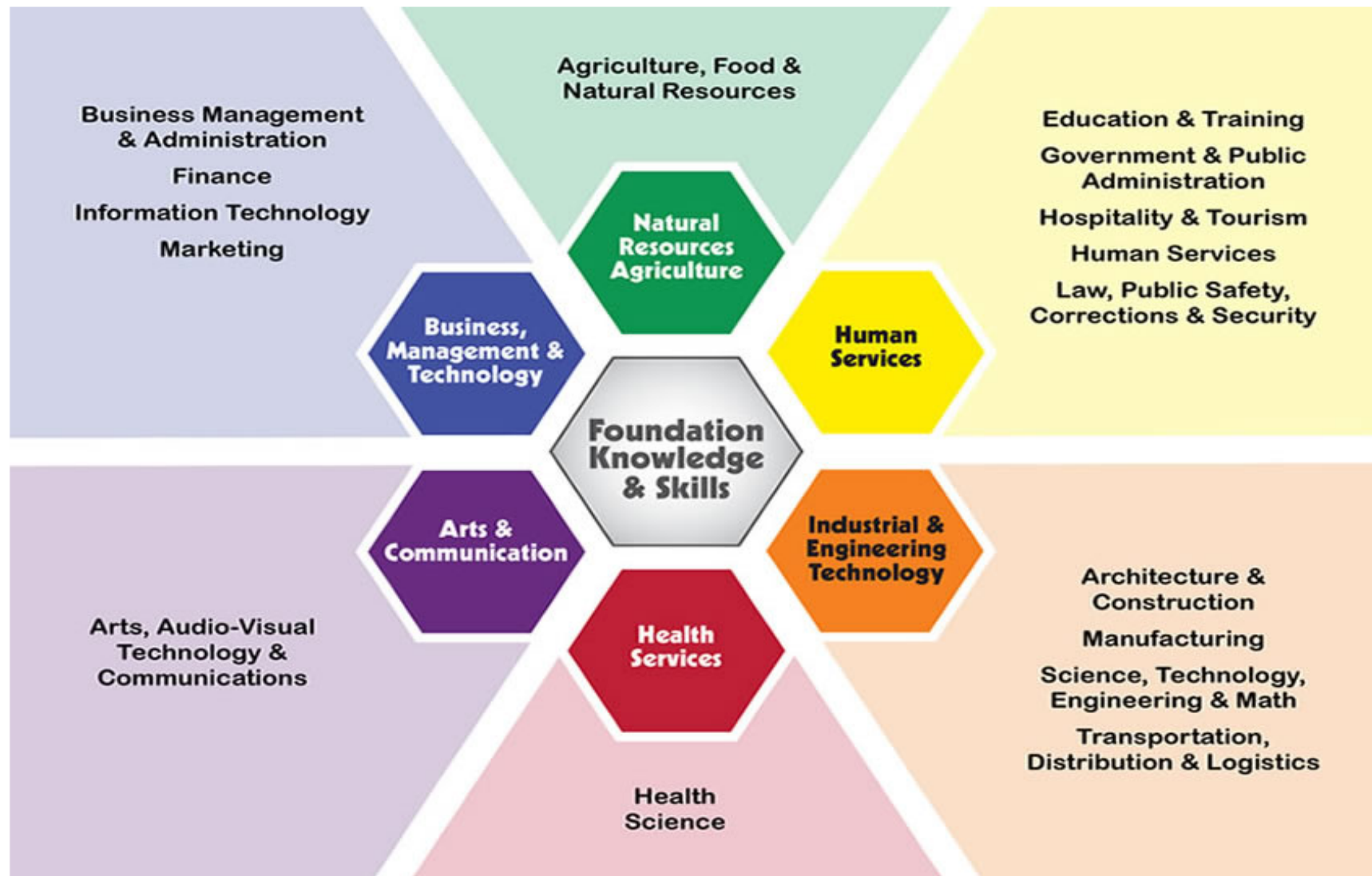
[New Users](#)

Career Clusters

This diagram is a visual map of the "Career Clusters" model developed to help students, parents, employers, and those in the educational system understand how curriculum relates to the career opportunities from which students will choose, and for which schools must prepare them.

Click on the areas of the diagram to learn more about each career cluster.

Watch an [introductory video](#) about Career Clusters.




Business Management and Administration

[ Print]

- [Overview](#)
- [Pathways](#)
- [Level of education and earnings](#)
- [Skills](#)
- [Helpful high school courses](#)
- [Employment and outlook](#)
- [Additional resources](#)

Related Information

-  [Occupations](#)
- [Degree & Certificate Programs](#)

Videos

-  [View Video](#)

Occupations

The occupations listed below are similar to the occupation you are currently exploring. The occupations may have similar work duties, use similar skills, be in the same career ladder, have a similar level of education, or be related in another way.

Occupations

- [Administrative Services Managers](#)
- [Advertising Managers](#)
- [Billing Clerks](#)
- [Bookkeeping and Accounting Clerks](#)
- [Business Executives](#)
- [Computer Operators](#)
- [Copy Machine Operators](#)
- [Couriers and Messengers](#)
- [Court Reporters](#)
- [Data Entry Keyers](#)
- [Employee Training Specialists](#)
- [Employment Interviewers](#)
- [Employment Recruiters](#)
- [Executive Secretaries](#)
- [File Clerks](#)
- [Forensic Accountants \(Emerging\)](#)
- [General and Operations Managers](#)
- [General Office Clerks](#)
- [Human Resources Assistants](#)
- [Human Resources Managers](#)
- [Interviewing Clerks](#)
- [Job Benefits and Analysis Specialists](#)
- [Mail Clerks](#)
- [Management Analysts](#)
- [Meeting and Convention Planners](#)
- [Office Managers](#)
- [Operations Research Analysts](#)
- [Order Clerks](#)
- [Payroll and Timekeeping Clerks](#)
- [Project Managers \(Emerging\)](#)
- [Property and Real Estate Managers](#)
- [Receptionists](#)
- [Secretaries](#)
- [Shipping and Receiving Clerks](#)
- [Statistical Clerks](#)

Administrative Services Managers

Overview

- [Task list](#)
- [Common work activities](#)
- [Working conditions](#)
- [Physical demands](#)
- [Skills and abilities](#)
- [Knowledge](#)
- [Preparation](#)
- [Helpful high school courses](#)
- [Hiring practices](#)
- [Wages](#)
- [Employment and outlook](#)
- [Interests](#)
- [Advancement opportunities](#)
- [References](#)

Related Information

- [Occupations](#)
- [Degree & Certificate Programs](#)
- [Military Occupations](#)
-  [JOBcentral](#)

Videos

-  [View Video](#)

Overview

Administrative services managers coordinate support services for businesses and organizations.

At a successful company, things often look like they run themselves. The employees know what their tasks are, every deadline is met, and products sell out. The office itself is clean and organized. The copy machine has paper, pencils are sharpened, and the air conditioning keeps everyone cool even when pressure is mounting (not to mention the temperature). Often, outsiders will say to the person in charge, "You run a tight ship!"

It's true that the chief executive officer or operations manager says how the company is run. However, it's usually someone else who makes sure that everything from stocking the copy machine to scheduling work shifts is handled. That's usually an administrative services manager. This person keeps everything running smoothly behind the scenes.

Support services is a term that applies to many parts of an organization. Support staff are those workers who provide administrative or clerical assistance to program staff. Examples of support staff are secretaries, building managers, payroll clerks, and mail clerks.

Administrative services managers coordinate and direct support services workers. There are two levels of administrative services managers. The first-line managers, also called supervisory-level managers, oversee support services workers. They are involved with the day-to-day operations of the organization. They tell the support



 [View Video](#)

At a glance



- Make sure work is done efficiently and on-time
- Supervise and train other employees
- Many have a bachelor's degree
- Have at least two to four years previous work experience
- Earn \$69,420 per year (Missouri median)

Demonstration Site Log-In

User Name = **hssitedemo**
Password = **4hstraining**

Explore
Learn
Apply

The screenshot shows the MissouriConnections.org website. At the top, the logo and tagline "Connect to Your Future" are visible. A "NEW! Frequently Asked Questions" banner is in the top right. The main content area has a heading "Connect to Your Future... Today!" followed by a paragraph about the site's purpose. A navigation menu on the left lists various options like Home, Career Exploration, and College Exploration. A "Graduation MATTERS IN MISSOURI" logo is at the bottom left. A central box highlights the "Students" section, which includes a list of features like "Take Career Information System assessments" and "Build a portfolio".

MissouriConnections.org
Connect to Your Future

NEW!
Frequently Asked Questions

User name: hssitedemo
Password: ●●●●●●●●
Sign in

[Forgot your username and password?](#)

- Home
- Career Exploration →
- Career Information System →
- College Exploration →
- Paying for College →
- Career Search →
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- Resources
- Trainings

Graduation MATTERS
IN MISSOURI

Students | Parents | Educators | Job Seekers | Career Centers

Students

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[New Users](#)

Global Search

Career Plan

[My Career Plan](#)

Assessment Tools

- [Career Cluster Inventory IDEAS](#) ➡
- [Interest Profiler](#) ➡
- [Reality Check SKILLS](#) ➡
- [Work Importance Locator Assessment Link](#) ➡

Occupations & Employment

- [Occupation Sort](#) ➡
- [Career Clusters](#)
- [Occupations](#)
- [Green Jobs](#) ➡
- [Industries](#)
- [Self-Employment](#)
- [Military Employment](#) ➡
- [Job Search](#) ➡
- [Keep That Job](#) ➡

Education & Training

- [Degree & Certificate Programs](#) ➡
- [School Sort](#)
- [Missouri Schools](#) ➡
- [U.S. Colleges & Universities](#) ➡

Start turning dreams into reality...

ask yourself these questions

What are my talents & skills?

What do I like & dislike?

What is important to me?

What are my interests?

Reality Check

How much money will I need for the lifestyle I want?

Items with ➡ are available in both Spanish and English.

Missouri Connections Training Site (HS)

Welcome



[Create "My Portfolio"](#)

[Use Missouri Connections Training Site \(JR\) version](#)

More Resources



[Tools for Users](#) ➡



[Tools for Counselors and Teachers](#)



[Glossary](#)



[Article Directory](#) ➡



[Employer Locator](#)

Missouri Resources

- [GLE Guidance Standards](#)

Global Search

Career Plan Activities

[Who am I?](#)
[Where am I going?](#)
[How do I get there?](#)
[Index of Activities](#)

Components

[Occupations Index](#)
[Reality Check](#)
[Career Cluster Inventory](#) 

START YOUR CAREER PLAN HERE.



Missouri Connections Training Site (JR)

Welcome



[Create "My Portfolio"](#)

[Use Missouri Connections Training Site \(HS\) version](#)

Additional Resources



[Tools for users](#)



[Tools for counselors and teachers](#)



[Tools for parents](#)



[Glossary](#)

My career plan

Who am I? Where am I going? How do I get there? Report

Learning about me

Learning about my community

Learning about my school

My network

Who am I?

Grown-ups love to ask little kids what they want to be when they grow up. They are amused when a three-year-old answers "fire fighter" or "toy maker" or "cowboy". Now, however, "What are you going to be when you grow up?" is a more serious question. When adults ask you, they really want to know what you think.

Even though you're still young, it's not too early to begin planning your career. A career is all the education, training, and jobs you have during your entire life. Middle school may be the first time you have choices about the classes you take. You may even start making money at odd jobs, like babysitting, dog walking, or mowing lawns.

The choices you make now link to the jobs you will have in the future. How well you do in school matters, too. It all adds up to your future career.

To answer questions, you need information. Learn about yourself. This will help you figure out what you are going to do when you grow up. Figure out what you like. However, learning about what you don't like is also important.

Life is a lot like your house. Your career fills several of the rooms like it will fill your life. How you decorate the rooms has to do with who you are. Your personality and interests make up who you are. Take time to learn about yourself. This information improves your chances for making the right decisions about the "decorations" for your career.



My career plan

Who am I? | Where am I going? | How do I get there? | Report

Learning about me

Learning about me

Things I like to do

Qualities for success

Important life events

What are skills?

My accomplishments

Career Cluster Inventory

Learning about my community

Learning about my school

My network

You may have heard this phrase before: Information is power. It's not easy to answer the question "What am I going to be when I grow up?". But by asking yourself the questions below, you'll have more information to make career plans. You will have the power needed to map your future.

Keep in mind that your interests and abilities outside of school count too. But don't ignore school, either. If you're good at a certain subject, say so!

- What do I like to do?
- What am I good at doing?
- What are my strengths?
- What do I do to be successful?

What is My Career Plan?

High school is a time to explore and prepare. Thinking about what you want from high school and taking concrete steps to achieve your goals will help you reach your dreams.

My Career Plan helps you learn more about yourself, research and evaluate your options, set and update goals, and make plans to assure your success. Whether you want to go to college, get a job, or follow some other pathway, the journey will be more rewarding if you follow some simple steps.

My Career Plan is organized into three levels of activities:

- [Getting Started](#) - Activities for you to use to begin your plan, typically grades 8-9.
- [Looking Deeper](#) - Activities to help you expand and update your plan as you explore your dreams, typically grades 10-11.
- [Next Steps](#) - Activities that focus on getting ready for your life and learning after high school, typically grade 12.

Each level contains five sections with activities that help you answer some reflection questions posed in the section. Your answers to the questions create your plan. The five sections portrayed on the logo to the right are:

- Know Myself - activities to help you better know yourself
- Research Options - activities to help you research occupations and training options
- Evaluate Options - activities to help you weight your options
- Set Goals - activities to help you set personal, academic and career goals, and
- Make Plans - activities to support your career and life planning.

You will repeat these five sections within each level, thus the arrows of the logo form a circle. As you grow and change, the world changes around you, and the goals you hold may need amending. Be open to change and be thoughtful in your planning to keep the doors to your future open.

A final reminder - Life is not a destination so enjoy your journey.



My Career Plan

Getting Started | Looking Deeper | Next Steps | Writing Worksheet | Report

Know Myself

Research Options

Evaluate Options

Set Goals

Make Plans

Getting Started - Know Myself

These activities will help you better understand yourself in career-related ways. Complete the activities below in the order presented. Follow the instructions in the worksheets and use the CIS components described in the instructions to complete each activity.

Data, People, Things Checklist [📄] [📖]

Thinking about Myself [📄] [📖]

Reality Check [📄] [📖]

Career Cluster Inventory [📄] [📖]

CIS Component: Reality Check, Career Cluster Inventory, Occupations



Writing Worksheet

Use the text entry area below to save writing samples in your portfolio, such as a college essay or career narrative. Review the earlier reflections you posted to My Career Plan (click Print from the menu bar), as these postings may provide you with good writing ideas and information for college and scholarship essays or a career narrative. Be sure to follow your school's writing guidelines.

View a [sample writing worksheet](#).

Enter title here. ▾

Enter title here.





Tools for Counselors & Teachers

Missouri Connections develops Site Resources for those who teach, advise, and counsel with Missouri Connections products. These resources help you use Missouri Connections more effectively in your classrooms and counseling settings.

[News](#)

[Admin Tools](#)

[Classroom Activities](#)

[Guides](#)

[Other Information](#)

News

- [What's New](#) in CIS

Administration Tools

- **Site Administration**


[Site Administration Tools Login](#)

If you are a Missouri Connections Site Coordinator, you can access these administration tools. You can find student and client user names and passwords, view portfolios (for students or clients who have "opted in"), set up groups, and review and report on use of Missouri Connections components by individuals and by groups.


Quick Starts

[Advisor Accounts for the Site Administrator](#) 

[Get Started with Portfolio Administration](#) 


[Messaging](#) 


[Parent/Guardian Accounts](#) 

[Populate and View Student Checklists](#) 

[UEP Customization](#) 

Tutorials

[Administer Portfolios](#) 

[Staff Accounts](#) 

[Universal Encouragement Program \(UEP\)](#) 

[Upload Portfolios](#) 

Classroom Activities

- **Learning Activities**

[CIS Curriculum](#)

173 lesson plans and three curriculum units that support integration of CIS into classroom settings. Search these lessons using the options presented on the first page. Written for grades 8-12, many of these lessons are appropriate for use with adults and younger students with minor modifications.


[Practical Learning Activities](#)

More than 600 activities that are designed to infuse career information and career development concepts into various secondary curriculum areas. CIS encourages the duplication of the printed activities for classroom and instructional purposes.

- **Pre-activities**


[Holland Posters](#) 

[Work Importance Locator pre-activity](#) 

[Work Importance Locator Cards](#) 

- **Other Activities**

[Scavenger Hunts Key](#) 

[Scavenger Hunts Practice Exercises](#) 


[SKILLS Bingo](#) 

Guides & Instructional Tools


- **Assessment Tools**


[Setting the Stage for Using Formal Career Assessment Instruments](#) 

Assessment Link

[Assessment Link Instructor Note](#) 

Career Cluster Inventory

[Career Cluster Inventory Counselor's Guide](#) 

[Career Cluster Inventory Quick Reference Guide](#) 

IDEAS (optional)

[IDEAS Interest Assessment Counselor's Guide](#) 

Career Planning Framework

[Framework and Units Explained](#)

Units of Curriculum

[Getting Started](#)

[Looking Deeper](#)

[Next Steps](#)

Support Materials

[Lesson Organization](#)

[Teaching Career Development](#)



Welcome to the CIS Online Learning Activities

(For best results, sort on *one or two* criteria:)



Find learning activities by curriculum objective:

Career Plan Level

-- Any Level

Career Plan Themes

-- Any Theme

American School Counselor Association (ASCA) Domains

-- Any Domain

Subject Areas

-- Any Subject Area



**Find learning activities to help teach students about CIS
(select a CIS component):**

CIS Component

-- Any CIS Component

Learning Activities

[Clusters Index](#) | [Titles Index](#) | [Search](#)

Clusters

-  [Activity Overview](#)
-  [Business-Economics](#)
-  [Employability Skills](#)
-  [Fine Arts](#)
-  [Foreign Language](#)
-  [Health](#)
-  [Language Arts](#)
-  [Math](#)
-  [Science](#)
-  [Social Studies](#)
-  [Technology](#)

More than 600 activities that infuse career information into the classroom.

- [Designs on the future](#)
- [Self-Portrait](#)
- [Working on TV & the Movies](#)



Job Search

Job Search Search

Overview

Before Your Search

Start Your Search

Applications & Resumes

Job Interviews

Job Offers

Labor Laws

Sources

Section Map

Overview

It can take a lot of time and energy to find a satisfying job. You must plan, stay organized and motivated, and make decisions. Above all, you need to be positive and focused. It may take some hard work to find the job you want — and get it.

Employers are looking for the best applicants to fill positions in their organizations. It's up to you to sell your abilities and who you are. Your goal is to convince them that you are the best person for the position.

There are several steps to getting a fulfilling job, outlined below. Through all of these steps, remember to be patient and positive. Searching and applying for jobs isn't easy, but is worth the investment of time and energy.

Before Your Search

It is easier to look for a job if you know what occupations you might be good at or are interested in.

Start Your Search

Get organized, set goals, and stay positive. It may take hard work to find, apply for, and land a job you want.

Applications & Resumes

Make a good first impression. Learn how to apply online or on paper, and create resumes that will get you an interview.

Job Interviews

Learn how to present yourself well, answer difficult questions, and leave a good impression. Be confident and prepared.

Job Offers

You got the job — now what? Can you negotiate your salary or benefits? Check out these important tips.

Labor Laws

Protect yourself during the hiring process. Know the laws that apply to you and your employer.

Quick Tips

The links in this box contain information for people with unique circumstances. If any of the titles below apply to you, use this box on each page to get specialized tips:

[High School Students](#)

[College Students](#)

[Veterans](#)

[People with Disabilities](#)

[Unemployed](#)

[Ex-Offenders](#)

[Re-Entering/Retirees](#)

My Portfolio -- Tom Schlimpert

My Career Plan

My Favorites

My Sorts and Assessments

My Personal Plan of Study

My Education and Work History

My Files and Links

My Personal Information

Universal Encouragement
Program



Education and Work History -- Tom Schlimpert

Education and Training

Paid and Unpaid Work

Achievements, Activities, and Skills

Contact Information and References

Create Resume

[Format and Create Resume](#)

[My Resumes](#)

Format and Create Resume

You have several options for formatting your resume. First, you can select from one of four styles: Recent Grad, Accomplishment, Chronological, or Functional-Skills. Click on the example next to each style to see the data sections that will be included and the order of the data. If you select one of the styles you will still have the option to exclude and/or reorder some of the data.

Click on Help in the upper right for additional information on your options.

Select Previously Saved Options for Resume

--New-- 

Select a Resume Style

- Recent Grad ([Sample](#))
- Accomplishment ([Sample](#))
- Chronological ([Sample](#))
- Functional-Skills ([Sample](#))
- Build Your Own

Include Dates in Resume

Select References Option

- List References
- Use statement - "References available upon request"
- Do not include references or statement