

CAREER

NORTH DAKOTA CAREER
RESOURCE NETWORK

OUTLOOK

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EDUCATION & CAREER PLANNING

ACKNOWLEDGEMENTS

The Career Outlook is a publication of the North Dakota Department of Career and Technical Education's Career Resource Network (CRN).

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Reference to the North Dakota Department of Career and Technical Education's Career Resource Network and the Career Outlook is requested.

Distribution

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***Thank you to all who
have contributed to the
production of this year's
Career Outlook.***

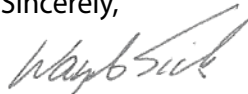
Dear Students:

Career exploration and planning is an important step in planning for the future. Whether you are preparing for a transition to college, researching an apprenticeship, considering military service, or entering the workforce, it is an exciting time in your life. The Career Outlook magazine contains valuable information about the many opportunities available to you in North Dakota. Education and training requirements, the earning potential within a career field, and the number of available jobs can all be found in this issue. Use this magazine as a resource when making informed decisions about your future.

As part of your plan in preparing for your future I encourage you to take Career and Technical Education (CTE) courses during high school. CTE courses provide a wide range of academic and work-based learning experiences in Agriculture, Business, Family and Consumer Sciences, Information Technology, Marketing, Technology Education, and Trades, Industry, Technical and Health Science. These opportunities are the foundation for your chosen career field.

Another great way to develop leadership and employability skills is to participate in Career and Technical Student Organizations (CTSOs), including DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA and TSA. Applying for a chapter office, volunteering your time for a project, finding ways to support your community, and preparing for state and national competitive events are some of the many ways you can benefit from membership. Thoughtful, deliberate planning will help you choose a career that is satisfying and fulfills a critical need in your community. Future employers will be looking for individuals who have the knowledge, technical skills, and attitude necessary to be globally competitive.

Sincerely,



Wayde Sick, Director
ND Department of Career and Technical Education



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ON THE COVER

Former North Dakota students whose CTSO involvement contributed to their career success.

FEATURE ARTICLES

NORTH Dakota

Be Legendary.™

In this edition, read about North Dakotans who are building careers doing what they love and taking North Dakota "Be Legendary" to heart.



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MARK HARDY

"(CTSOs) gave me great leadership, relationship, and job skill training. Not only did they mold the person I am today, but they pushed me to be a leader and think outside the box and outside of the textbook."

BEACH HIGH SCHOOL
FBLA • FFA • COLLEGIATE DECA

21



ZACH WENTZ

"I without a doubt remember my time involved with FBLA as the best memories of my high school career. FBLA gave me the opportunity to meet and connect with many new people..."

MAY-PORT CG HIGH SCHOOL
FBLA

24



DEREK FLETCHER

"Enjoy high school – experience high school. I know it is cliché to say "high school is gone in a blink of an eye" but it just....is."

BARNES COUNTY HIGH SCHOOL (WIMBLEDON)
TSA

33



CASEY RIEGER

"I do recommend high school students to take as many classes as possible that are directed towards the field you are going into... I also recommend dual credit courses..."

BEACH HIGH SCHOOL
FBLA • FFA

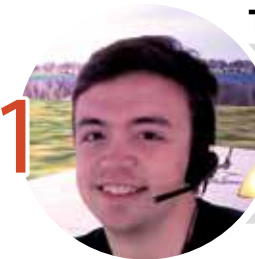
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Entrepreneur
LORREN BELAKJON

"Stay true to yourself."

51



TRAVIS DEAN

"The skills I learned while participating in CTSOs I use every day."

STANLEY HIGH SCHOOL
DECA • FBLA • FCCLA

52



Apprenticeship
MAKENZIE LAKO

"Apprenticeship is an incredible opportunity for kids to succeed and build a career, not just a job. It is a stepping stone to a career, giving you all the tools to succeed."

FARGO NORTH HIGH SCHOOL
DECA • SKILLSUSA

CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSOs)

What is a CTSO?

A career and technical student organization (CTSO) is an extracurricular group for students in Career and Technical Education pathways to further their knowledge and skills by participating in activities, events, and state and national competitions.

CTSOs ENHANCE

Academic Skills

Workplace Skills

Technical Skills

Personal Skills

that prepare you for college and career.

Impact of CTSOs:

Leadership Skills

Employability and Career Skills

Responsibility

Communication Skills

Teamwork

Decision Making

Goal Setting

Professionalism

Scholarship Opportunities

People Skills

Sense of Belonging

Integrity

DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe.



FBLA-PBL inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.



FCCLA promotes personal growth and leadership development through Family and Consumer Sciences education.



FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.



HOSA provides students with a unique program of leadership development, motivation and recognition while promoting career opportunities in the healthcare industry and the delivery of quality healthcare to all people.



SkillsUSA is a partnership of students, teachers and industry working together preparing students for careers in trade, technical and skilled service (including health) occupations to ensure America has a skilled workforce.



TSA fosters personal growth, leadership, and opportunities in Science, Technology, Engineering, and Mathematics (STEM).



Discover Your **PERSONALITY** Type

Read the work activities below. Place a check by the activities you would like to do. Do not think about how much education/training is needed or how much money you will make! Count the number of checks for each shaded section and write that total in the box of each section. These are your scores for each interest area.

Realistic

- Build kitchen cabinets
- Lay brick or tile
- Repair household appliances
- Raise fish in a fish hatchery
- Assemble electronic parts
- Drive a truck to deliver packages to offices and homes
- Test the quality of parts before shipment
- Repair and install locks
- Set up and operate machines to make products
- Put out forest fires

TOTAL ✓

Social

- Teach an individual an exercise routine
- Give career guidance to people
- Perform rehabilitation therapy
- Help people with personal or emotional problems
- Do volunteer work at a non-profit organization
- Teach children how to play sports
- Teach sign language to the deaf or hard of hearing
- Help conduct a group therapy session
- Take care of children at a day-care center
- Teach a high-school class

TOTAL ✓

Investigative

- Develop a new medicine
- Study ways to reduce water pollution
- Conduct chemical experiments
- Study the movement of planets
- Examine blood samples using a microscope
- Investigate the cause of a fire
- Develop a way to better predict the weather
- Work in a biology lab
- Invent a replacement for sugar
- Do laboratory tests to identify diseases

TOTAL ✓

Enterprising

- Buy and sell stocks and bonds
- Manage a retail store
- Operate a beauty salon or barber shop
- Manage a department within a large company
- Start your own business
- Negotiate business contracts
- Represent a client in a lawsuit
- Market a new line of clothing
- Sell merchandise at a department store
- Manage a clothing store

TOTAL ✓

Artistic

- Write books or plays
- Play a musical instrument
- Compose or arrange music
- Draw pictures
- Create special effects for movies
- Paint sets for plays
- Write scripts for movies or television shows
- Perform jazz or tap dance
- Sing in a band
- Edit movies

TOTAL ✓

Enterprising

- Proofread records or forms
- Operate a calculator
- Keep shipping and receiving records
- Install software across computers on a large network
- Develop a spreadsheet using computer software
- Calculate the wages of employees
- Inventory supplies using a hand-held computer
- Record rent payments
- Keep inventory records
- Stamp, sort, and distribute mail for an organization

TOTAL ✓

In the boxes below, write the names of the interest areas with the three highest scores. The first box is your highest or primary interest. If there are ties, choose the interest with activities that you think are the best fit for you.

1. 2. 3.

Holland's Six PERSONALITY Types

Realistic – “Do-er”

Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals and real-world materials like wood, tools and machinery. Many of the occupations require working outside and do not involve a lot of paperwork or working closely with others.

- Likes to work with animals, tools, or machines; generally avoids social activities like teaching, healing, and informing others;
- Has good skills in working with tools, mechanical or electrical drawings, machines, or plants and animals;
- Values practical things you can see, touch, and use like plants and animals, tools, equipment, or machines; and
- Sees self as practical, mechanical, and realistic.

Social - “Helper”

Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

- Likes to do things to help people – like, teaching, nursing, or giving first aid, providing information; generally avoids using machines, tools, or animals to achieve a goal;
- Is good at teaching, counseling, nursing, or giving information;
- Values helping people and solving social problems; and
- Sees self as helpful, friendly, and trustworthy.

Investigative – “Thinker”

Investigative occupations frequently involve working with ideas and require an extensive amount of thinking. These occupations can involve searching for the facts and figuring out problems mentally.

- Likes to study and solve math or science problems; generally avoids leading, selling, or persuading people;
- Is good at understanding and solving science and math problems;
- Values science; and
- Sees self as precise, scientific, and intellectual.

Enterprising – “Persuader”

Enterprising occupations frequently involve starting and carrying out projects. These occupations can involve leading people and making decisions. Sometimes they require risk taking and often deal with business.

- Likes to lead and persuade people, and to sell things and ideas; generally avoids activities that require careful observation and scientific, analytical thinking;
- Is good at leading people and selling things or ideas;
- Values success in politics, leadership, or business; and
- Sees self as energetic, ambitious, and sociable.

Artistic - “Creator”

Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression, and the work can be done without following a clear set of rules.

- Likes to do creative activities like art, drama, crafts, dance, music, or creative writing; generally avoids highly ordered or repetitive activities;
- Has good artistic abilities – in creative writing, drama, crafts, music, or art;
- Values the creative arts – like drama, music, art, or the works of creative writers; and
- Sees self as expressive, original, and independent.

Conventional – “Organizer”

Conventional occupations frequently involve following set procedure and routines. These occupations can include working with data and details more than ideas. Usually there is a clear line of authority to follow.

- Likes to work with numbers, records, or machines in a set, orderly way; generally avoids ambiguous, unstructured activities
- Is good at working with written records and numbers in a systematic, orderly way;
- Values success in business; and
- Sees self as orderly, and good at following a set plan.

According to John Holland's theory, most people are one of six personality types: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional. The characteristics of each of these are described above. Refer to pages 14-50 for occupations that match your personality type.



NORTH Dakota | Job Service

Be Legendary.™

Career planning and exploration is a vital step in achieving success in the workplace. Today, there are many comprehensive publications and sources of information to aid in the process.

BISMARCK-MANDAN

1601 E Century Ave
701-328-5000

DEVILS LAKE

301 College Dr S
701-662-9300

DICKINSON

66 Osborn Dr
701-227-3100

FARGO

1350 32nd St S
701-239-7300

GRAND FORKS

1501 28th Ave S
701-795-3700

JAMESTOWN

1307 12th Ave NE Ste 3
701-253-6200

MINOT

3416 N Broadway
701-857-7500

WAHPETON

524 2nd Ave N
701-671-1550

WILLISTON

422 1st Ave W
701-774-7900

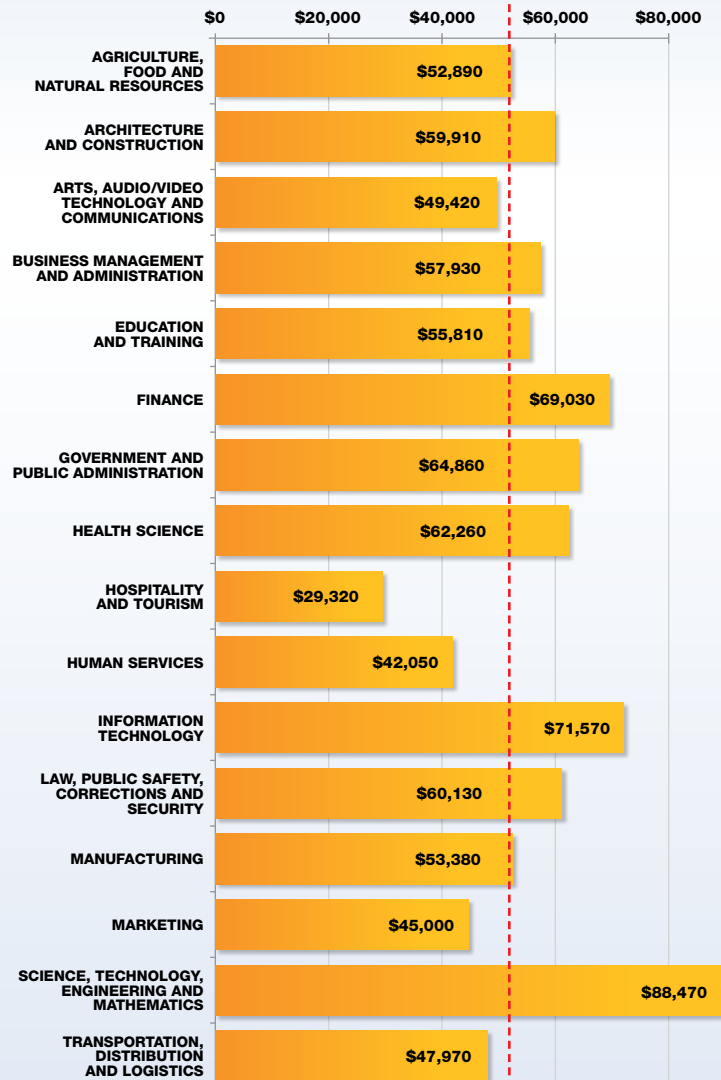
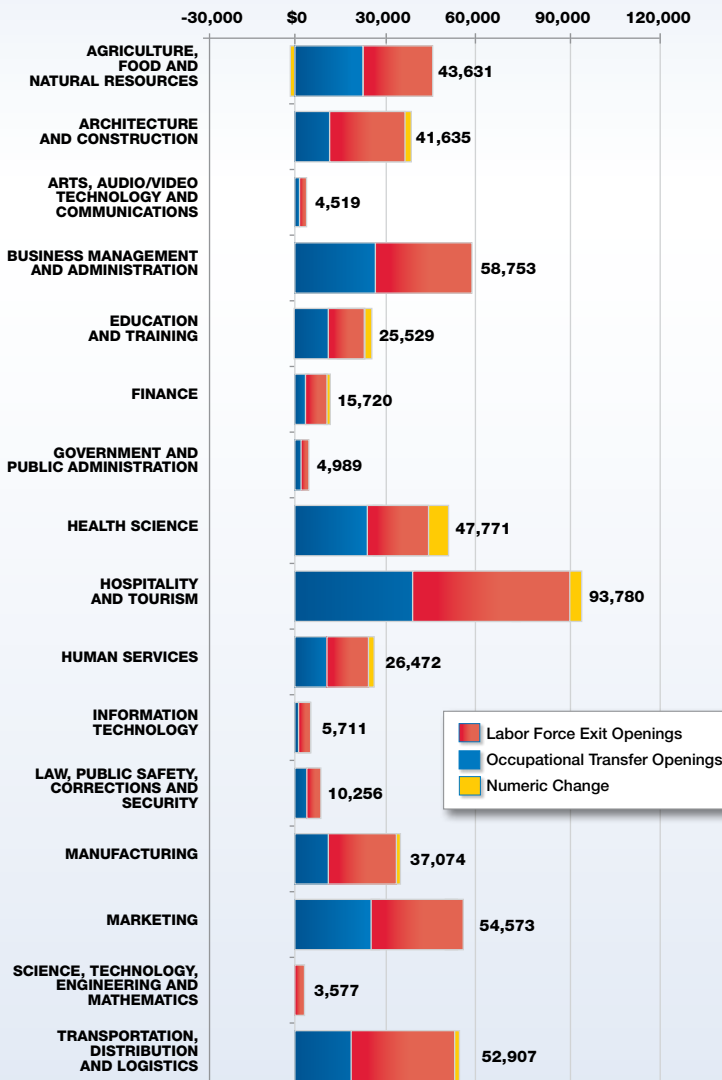
CENTRAL OFFICE – 701-328-2825 • STATEWIDE TTY RELAY ND – 800-366-6888 – JOBSND.COM

A few of our career-oriented products specific to North Dakota's labor market are available at www.ndlmi.com. They cover nearly everything you ever wanted to know about career opportunities in North Dakota and may include employment projections, wages, core tasks, work activities, skills, knowledge, and typical education/training requirements.

EMPLOYMENT PROJECTIONS 2019-2029 TOTAL OPENINGS

AVERAGE 2020 WAGES

ND AVG \$52,450





MAKE AN IMPACT, BE LEGENDARY

With North Dakota State Government

EXPLORE

At the state of North Dakota, we are driven to succeed through gratitude, humility, curiosity and courage. We know that with hard work and perseverance, we can better our state and local communities.

The state of North Dakota has diverse career opportunities for you to explore. Here are just a few:

- **Accounting:** Accountant • Auditor • Fiscal Analyst
- **Business Operations:** Business Analyst • Business Manager • Human Resource Officer
- **Legal:** Attorney • Legal Assistant • Paralegal
- **Natural Resources & Environmental Services:** Agriculture Program Specialist • Land Management Specialist
- **Skilled Trades:** Electrician • Engineering Technician • Maintenance Worker
- **Mechanical:** Fleet & Equipment Technician • Systems Mechanic • Maintenance Mechanic
- **Healthcare:** Licensed Practical Nurse • Registered Nurse • Psychologist
- **Human Services:** Addiction Counselor • Human Relations Counselor • Social Worker
- **Protective Services:** Highway Patrol Officer • Criminal Investigator • Park Ranger
- **Engineering:** Environmental Engineer • Transportation Engineer • Water Resource Engineer
- **Technology:** Cybersecurity Analyst • Software Developer • Systems Administrator
- **Science:** Biologist • Environmental Scientist • Hydrologist

CONNECT

At the state of North Dakota, our purpose is to empower people, improve lives and inspire success.

Our talented workforce is committed to providing exceptional services to the citizens of North Dakota. We make a difference, whether working to keep us safe, supporting the vulnerable, educating our future leaders, serving as responsible stewards of our resources, assisting with the public policy and everything in between!

ACHIEVE

Achieve your career goals with the state of North Dakota! The opportunities to learn and grow are endless.

We offer mentoring, ongoing training and professional development courses that encourage a growth mindset and encourage leadership everywhere.

NORTH
Dakota
Be Legendary.™

Make a great life. Make a big difference.

Explore the careers available with state government.

ND.GOV/CAREERS



recruiter@nd.gov • facebook.com/ndstatecareers • linkedin.com/company/northdakota



CAREER CLUSTERS INTEREST SURVEY

Directions: Check the items in each box that best describe you. You may make as many or as few checks as you choose. Add up the number of checkmarks in each row and place the total in the box at the end of the row. Look to see which three have the highest numbers. Find the corresponding Career Clusters at the end of the survey to see which clusters you may want to explore.

	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number <input checked="" type="checkbox"/> checked
1	<input type="checkbox"/> Learn how things grow and stay alive. <input type="checkbox"/> Make the best use of the earth's natural resources. <input type="checkbox"/> Hunt and/or fish. <input type="checkbox"/> Protect the environment. <input type="checkbox"/> Be outdoors in all kinds of weather. <input type="checkbox"/> Plan, budget, and keep records. <input type="checkbox"/> Operate machines and keep them in good repair.	<input type="checkbox"/> Self-reliant (able to do it yourself) <input type="checkbox"/> Nature lover <input type="checkbox"/> Physically active <input type="checkbox"/> Planner <input type="checkbox"/> Creative problem solver	<input type="checkbox"/> Math <input type="checkbox"/> Life Sciences <input type="checkbox"/> Earth Sciences <input type="checkbox"/> Chemistry <input type="checkbox"/> Agriculture	Total
2	<input type="checkbox"/> Read and follow instructions and/or blueprints. <input type="checkbox"/> Picture in my mind what a finished product looks like. <input type="checkbox"/> Work with my hands. <input type="checkbox"/> Perform work that requires precise results. <input type="checkbox"/> Solve technical problems. <input type="checkbox"/> Visit and learn from beautiful, historic, or interesting buildings. <input type="checkbox"/> Follow logical, step-by-step procedures.	<input type="checkbox"/> Curious <input type="checkbox"/> Good at following directions <input type="checkbox"/> Pay attention to detail <input type="checkbox"/> Good at visualizing possibilities <input type="checkbox"/> Patient and persistent	<input type="checkbox"/> Math <input type="checkbox"/> Drafting <input type="checkbox"/> Physical Sciences <input type="checkbox"/> Construction Trades <input type="checkbox"/> Electrical Trades <input type="checkbox"/> Heat, Air Conditioning and Refrigeration	Total
3	<input type="checkbox"/> Use my imagination to communicate new information to others. <input type="checkbox"/> Perform in front of others. <input type="checkbox"/> Read and write. <input type="checkbox"/> Play a musical instrument. <input type="checkbox"/> Perform creative, artistic activities. <input type="checkbox"/> Use video and recording technology. <input type="checkbox"/> Design brochures and posters.	<input type="checkbox"/> Creative and imaginative <input type="checkbox"/> Good communicator/good vocabulary <input type="checkbox"/> Curious about new technology <input type="checkbox"/> Relate well to feelings and thoughts of others <input type="checkbox"/> Determined/tenacious	<input type="checkbox"/> Art/Graphic Design <input type="checkbox"/> Music <input type="checkbox"/> Speech and Drama <input type="checkbox"/> Journalism/Literature <input type="checkbox"/> Audiovisual Technologies	Total
4	<input type="checkbox"/> Perform routine, organized activities but can be flexible. <input type="checkbox"/> Work with numbers and detailed information. <input type="checkbox"/> Be the leader in a group. <input type="checkbox"/> Make business contact with people. <input type="checkbox"/> Work with computer programs. <input type="checkbox"/> Create reports and communicate ideas. <input type="checkbox"/> Plan my work and follow instructions without close supervision.	<input type="checkbox"/> Organized <input type="checkbox"/> Practical and logical <input type="checkbox"/> Patient <input type="checkbox"/> Tactful <input type="checkbox"/> Responsible	<input type="checkbox"/> Business Technology Applications <input type="checkbox"/> Accounting <input type="checkbox"/> Math <input type="checkbox"/> English/Language Arts <input type="checkbox"/> Economics	Total
5	<input type="checkbox"/> Communicate with different types of people. <input type="checkbox"/> Help others with their homework or to learn new things. <input type="checkbox"/> Go to school. <input type="checkbox"/> Direct and plan activities for others. <input type="checkbox"/> Handle several responsibilities at once. <input type="checkbox"/> Acquire new information. <input type="checkbox"/> Help people overcome their challenges.	<input type="checkbox"/> Friendly <input type="checkbox"/> Decision maker <input type="checkbox"/> Helpful <input type="checkbox"/> Innovative/Inquisitive <input type="checkbox"/> Good listener	<input type="checkbox"/> English/Language Arts <input type="checkbox"/> Social Studies <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Psychology	Total
6	<input type="checkbox"/> Work with numbers. <input type="checkbox"/> Work to meet a deadline. <input type="checkbox"/> Make predictions based on existing facts. <input type="checkbox"/> Have a clear set of rules to follow. <input type="checkbox"/> Analyze financial information and interpret it to others. <input type="checkbox"/> Handle money with accuracy and reliability. <input type="checkbox"/> Take pride in the way I dress and look.	<input type="checkbox"/> Trustworthy <input type="checkbox"/> Orderly <input type="checkbox"/> Self-confident <input type="checkbox"/> Logical <input type="checkbox"/> Methodical or efficient	<input type="checkbox"/> Accounting <input type="checkbox"/> Math <input type="checkbox"/> Economics <input type="checkbox"/> Banking/Financial Services <input type="checkbox"/> Business Law	Total
7	<input type="checkbox"/> Be involved in politics. <input type="checkbox"/> Negotiate, defend, and debate ideas and topics. <input type="checkbox"/> Plan activities and work cooperatively with others. <input type="checkbox"/> Work with details. <input type="checkbox"/> Perform a variety of duties that may change often. <input type="checkbox"/> Analyze information and interpret it to others. <input type="checkbox"/> Travel and see things that are new to me.	<input type="checkbox"/> Good communicator <input type="checkbox"/> Competitive <input type="checkbox"/> Service minded <input type="checkbox"/> Well organized <input type="checkbox"/> Problem solver	<input type="checkbox"/> Government <input type="checkbox"/> English/Language Arts <input type="checkbox"/> Social Studies <input type="checkbox"/> Math <input type="checkbox"/> Foreign Language	Total
8	<input type="checkbox"/> Work under pressure. <input type="checkbox"/> Help sick people and animals. <input type="checkbox"/> Make decisions based on logic and information. <input type="checkbox"/> Participate in health and science classes. <input type="checkbox"/> Respond quickly and calmly in emergencies. <input type="checkbox"/> Work as a member of a team. <input type="checkbox"/> Follow guidelines precisely and meet strict standards of accuracy.	<input type="checkbox"/> Compassionate and caring <input type="checkbox"/> Good at following directions <input type="checkbox"/> Conscientious and careful <input type="checkbox"/> Patient <input type="checkbox"/> Good listener	<input type="checkbox"/> Biological Sciences <input type="checkbox"/> Chemistry <input type="checkbox"/> Math <input type="checkbox"/> Health Sciences <input type="checkbox"/> English/Language Arts	Total

Source: Adapted from the Guidance Division Survey, Oklahoma Department of Career and Technology Education (2005)

Note: This survey does not make any claims of statistical reliability and has not been normed. It is intended for use as a guidance tool to generate discussion regarding careers and is valid for that purpose.

Disclaimer: Your interests may change over time. These survey results are intended to assist you with informal career exploration. Consider more formal assessments and other resources or services to help you plan your career.

	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number checked
9	<input type="checkbox"/> Investigate new places and activities. <input type="checkbox"/> Work with all ages and types of people. <input type="checkbox"/> Organize activities in which other people enjoy themselves. <input type="checkbox"/> Have a flexible schedule. <input type="checkbox"/> Help people make up their minds. <input type="checkbox"/> Communicate easily, tactfully, and courteously. <input type="checkbox"/> Learn about other cultures.	<input type="checkbox"/> Tactful <input type="checkbox"/> Self-motivated <input type="checkbox"/> Works well with others <input type="checkbox"/> Outgoing <input type="checkbox"/> Slow to anger	<input type="checkbox"/> English/Language Arts/Speech <input type="checkbox"/> Foreign Language <input type="checkbox"/> Social Sciences <input type="checkbox"/> Marketing <input type="checkbox"/> Food Services	Total
10	<input type="checkbox"/> Care about people, their needs, and their problems. <input type="checkbox"/> Volunteer my services for the good of the community. <input type="checkbox"/> Listen to other people's viewpoints. <input type="checkbox"/> Help people be at their best. <input type="checkbox"/> Work with people from preschool age to old age. <input type="checkbox"/> Think of new ways to do things. <input type="checkbox"/> Make friends with different kinds of people.	<input type="checkbox"/> Good communicator/good listener <input type="checkbox"/> Caring <input type="checkbox"/> Non-materialistic <input type="checkbox"/> Uses intuition (instinct) and logic <input type="checkbox"/> Non-judgmental	<input type="checkbox"/> English/Language Arts <input type="checkbox"/> Psychology/Sociology <input type="checkbox"/> Family and Consumer Sciences <input type="checkbox"/> Finance <input type="checkbox"/> Foreign Language	Total
11	<input type="checkbox"/> Work with computers. <input type="checkbox"/> Reason clearly and logically to solve complex problems. <input type="checkbox"/> Use machines, techniques, and processes. <input type="checkbox"/> Read technical materials and diagrams and solve technical problems. <input type="checkbox"/> Adapt to change. <input type="checkbox"/> Play video games and figure out how they work. <input type="checkbox"/> Concentrate for long periods without being distracted.	<input type="checkbox"/> Logical/analytical thinker <input type="checkbox"/> See details in the big picture <input type="checkbox"/> Persistent <input type="checkbox"/> Good concentration skills <input type="checkbox"/> Precise and accurate	<input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Computer Technology <input type="checkbox"/> Communications <input type="checkbox"/> Graphic Design	Total
12	<input type="checkbox"/> Work under pressure or in the face of danger. <input type="checkbox"/> Make decisions based on my own observations. <input type="checkbox"/> Interact with other people. <input type="checkbox"/> Be in positions of authority. <input type="checkbox"/> Respect rules and regulations. <input type="checkbox"/> Debate and win arguments. <input type="checkbox"/> Observe and analyze people's behavior.	<input type="checkbox"/> Adventurous <input type="checkbox"/> Dependable <input type="checkbox"/> Community-minded <input type="checkbox"/> Decisive <input type="checkbox"/> Optimistic	<input type="checkbox"/> English/Language Arts <input type="checkbox"/> Psychology/Sociology <input type="checkbox"/> Social Studies <input type="checkbox"/> Law Enforcement <input type="checkbox"/> First Aid/First Responder	Total
13	<input type="checkbox"/> Work with hands and learn that way. <input type="checkbox"/> Put things together. <input type="checkbox"/> Do routine, organized and accurate work. <input type="checkbox"/> Perform activities that produce real, concrete results. <input type="checkbox"/> Apply math to work out solutions. <input type="checkbox"/> Use hand and power tools and operate equipment machinery. <input type="checkbox"/> Visualize objects in three dimensions from flat drawings.	<input type="checkbox"/> Practical <input type="checkbox"/> Observant <input type="checkbox"/> Physically active <input type="checkbox"/> Step-by-step thinker <input type="checkbox"/> Coordinated	<input type="checkbox"/> Math-Geometry <input type="checkbox"/> Chemistry <input type="checkbox"/> Trade and Industry Courses <input type="checkbox"/> Physics <input type="checkbox"/> English/Language Arts	Total
14	<input type="checkbox"/> Shop and go to the mall. <input type="checkbox"/> Be in charge. <input type="checkbox"/> Make displays and promote ideas. <input type="checkbox"/> Give presentations and enjoy public speaking. <input type="checkbox"/> Persuade people to buy products or to participate in activities. <input type="checkbox"/> Communicate my ideas to other people. <input type="checkbox"/> Take advantage of opportunities to make extra money.	<input type="checkbox"/> Enthusiastic <input type="checkbox"/> Competitive <input type="checkbox"/> Creative <input type="checkbox"/> Self-motivated <input type="checkbox"/> Persuasive	<input type="checkbox"/> English/Language Arts <input type="checkbox"/> Math <input type="checkbox"/> Business Education/Marketing <input type="checkbox"/> Economics <input type="checkbox"/> Computer Applications	Total
15	<input type="checkbox"/> Interpret formulas. <input type="checkbox"/> Find the answers to questions. <input type="checkbox"/> Work in a laboratory. <input type="checkbox"/> Figure out how things work and investigate new things. <input type="checkbox"/> Explore new technology. <input type="checkbox"/> Experiment to find the best way to do something. <input type="checkbox"/> Pay attention to details and be precise.	<input type="checkbox"/> Detail oriented <input type="checkbox"/> Inquisitive <input type="checkbox"/> Objective <input type="checkbox"/> Methodical <input type="checkbox"/> Mechanically inclined	<input type="checkbox"/> Drafting/Computer-Aided Drafting <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Electronics/Computer Networking <input type="checkbox"/> Technology Education	Total
16	<input type="checkbox"/> Travel. <input type="checkbox"/> See well and have quick reflexes. <input type="checkbox"/> Solve mechanical problems. <input type="checkbox"/> Design efficient processes. <input type="checkbox"/> Anticipate needs and prepare to meet them. <input type="checkbox"/> Drive or ride. <input type="checkbox"/> Move things from one place to another.	<input type="checkbox"/> Realistic <input type="checkbox"/> Mechanical <input type="checkbox"/> Coordinated <input type="checkbox"/> Observant <input type="checkbox"/> Planner	<input type="checkbox"/> Math <input type="checkbox"/> Trade and Industry Courses <input type="checkbox"/> Physical Sciences <input type="checkbox"/> Economics <input type="checkbox"/> Foreign Language	Total

Indicate your top three Clusters of Interest based on the number of checks in the Survey:

1	Agriculture, Food & Natural Resources	P. 14	
2	Architecture & Construction	P. 17	
3	Arts, A/V Technology & Communications	P. 19	
4	Business Management & Administration	P. 22	
5	Education & Training	P. 25	
6	Finance	P. 27	
7	Government & Public Administration	P. 29	
8	Health Science	P. 30	
9	Hospitality & Tourism	P. 34	
10	Human Services	P. 37	
11	Information Technology	P. 39	
12	Law, Public Safety, Corrections & Security	P. 41	
13	Manufacturing	P. 43	
14	Marketing	P. 45	
15	Science, Technology, Engineering & Mathematics	P. 47	
16	Transportation, Distribution & Logistics	P. 49	

For more information see your career or school counselor, visit a career and technical center, an institution of higher education, or go to

RUReady.ND.gov
EDUCATION & CAREER PLANNING

HOW TO USE THE OCCUPATIONAL SECTION

Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND		ND Earnings Outlook	
			Number Employed – 2020 Annual Total Openings	Annual Entry-Level Wages Annual Average Wages	Occupational Traits	
Postsecondary Programs – High School Diploma, Certificate, or Associate’s Degree						
Agricultural Equipment Operators Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops. May perform tasks, such as crop baling or hay bucking.	Realistic Tractor Operator; Hay Baler; Combine Operator		454 61	\$32,830 \$45,400		
Animal Caretaker Feed, water, groom, bathe, exercise, or otherwise provide care to promote and maintain the well-being of pets.	Realistic Animal Shelter Worker; Dog Groomer; Kennel Worker		370 124	\$21,760 \$27,300		

1 Occupational Title/Description - Most commonly used title for the occupation and a description that provides a general idea of the tasks associated with this occupation.

2 Holland Type and Related Occupations
Artistic (Creator): Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression, and the work can be done without following a clear set of rules.

Conventional (Organizer): Conventional occupations frequently involve following set procedure and routines. These occupations can include working with data and details more than ideas. Usually there is a clear line of authority to follow.

Enterprising (Persuader): Enterprising occupations frequently involve starting and carrying out projects. These occupations can involve leading people and making decisions. Sometimes they require risk taking and often deal with business.

Investigative (Thinker): Investigative occupations frequently involve working with ideas and require an extensive amount of thinking. These occupations can involve searching for the facts and figuring out problems mentally.

Realistic (Do-er): Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals and real-world materials like wood, tools and machinery. Many of the occupations require working outside and do not involve a lot of paperwork or working closely with others.

Social (Helper): Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

3 Bright Outlook

Bright Outlook occupations are those with a 2020 base year employment estimate of 100 or greater and a projected numeric change of at least 25 or greater or a projected growth rate of at least 10 percent or greater.

4 Employment in ND ND Outlook

Number Employed 2020 Indicates the number of persons employed in this occupation in North Dakota.

Total Openings include growth and replacement openings.

Annual Total Openings Annualized openings are calculated by multiplying the average of base and projected employment by the national occupational transfer rate and rounding. The employment projections data reference the 2019-2029 time period.

5 ND Earnings Outlook

Annual Entry-Level Wages - The average of the bottom 1/3 of overall wage distribution.

Annual Average Wages - Estimated total wages of an occupation divided by its employment.

The salaries shown reflect a 40-hour work week for many occupations. Be aware it is possible to earn a considerably higher salary in those occupations where overtime wages are paid.

6 Occupational Trait(s)

High Wage - North Dakota average annual salary of at least \$60,164.

High Skill - Occupation requires at least one year of post high school education or training.

E Energy Occupations in North Dakota.

Occupation exists in the military.

Career Clusters The occupational and related information in the Career Outlook is broken into sixteen Career Clusters, listed below. You are encouraged to use the Career Clusters Interest Survey on pages 10 and 11 or in RUPReady.ND.gov to help identify the cluster or clusters most closely related to your personal preferences and interests.*

Career Cluster	Page	Career Cluster	Page
Agriculture, Food & Natural Resources	P. 14	Information Technology	P. 39
Architecture & Construction	P. 17	Law, Public Safety, Corrections & Security	P. 41
Arts, A/V Technology & Communications	P. 19	Manufacturing	P. 43
Business Management & Administration	P. 22	Marketing	P. 45
Education & Training	P. 25	Science, Technology, Engineering & Mathematics	P. 47
Finance	P. 27	Transportation, Distribution & Logistics	P. 49
Government & Public Administration	P. 29		
Health Science	P. 30		
Hospitality & Tourism	P. 34		
Human Services	P. 37		

The occupation information in this section is taken from the 2019-2029 North Dakota Long-Term Employment Projections. This publication is a long-term look at future employment levels by industry and occupation updated every two years by Job Service North Dakota, working closely with the Bureau of Labor Statistics. Wages were updated using the 2019 Edition of the North Dakota Employment and Wages by Occupation, which is updated annually by Job Service North Dakota. When current figures are not included in these publications, every effort is made to obtain current and relevant data from those fields.

*The Career Clusters® brand and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTEC.

OCCUPATIONAL SECTION DIRECTORY

Accountants and Auditors.....	22	Educational, Guidance, and Career Counselors and Advisors.....	25	Information Security Analysts.....	39	Phlebotomists.....	30
Agricultural Equipment Operators.....	14	Electrical and Electronic Engineering Technologists and Technicians.....	47	Inspectors, Testers, Sorters, Samplers, and Weighers.....	43	Physical Therapist Assistants.....	30
Agricultural Inspectors.....	14	Electrical Engineers.....	47	Instructional Coordinators.....	25	Physical Therapists.....	32
Aircraft Mechanics and Service Technicians.....	49	Electricians.....	17	Insurance Claims and Policy Processing Clerks.....	27	Physician Assistants.....	32
Ambulance Drivers and Attendants.....	49	Electronics Engineer.....	47	Interior Designers.....	19	Plumbers, Pipefitters and Steamfitters.....	17
Amusement and Recreation Attendants.....	34	Elementary School Teachers.....	25	Interpreters and Translators.....	19	Police and Sheriff's Patrol Officers.....	41
Animal Caretaker.....	14	Eligibility Interviewers, Government Programs.....	29	Janitors and Cleaners.....	35	Power Plant Operators.....	43
Architects.....	18	Emergency Management Directors.....	29	Judges, Magistrate Judges, and Magistrates.....	41	Preschool Teachers.....	25
Architectural and Civil Drafters.....	17	Emergency Medical Technicians and Paramedics.....	30	Kindergarten Teachers.....	25	Probation Officers and Correctional Treatment Specialists.....	41
Architectural and Engineering Managers.....	18	Environmental Engineers.....	14	Laborers and Freight, Stock and Material Movers Handlers.....	49	Procurement Clerks.....	22
Athletic Trainers.....	31	Environmental Scientists and Specialists, Including Health.....	47	Landscaping and Groundskeeping Workers.....	17	Producers and Directors.....	19
Audio and Video Equipment Technicians.....	19	Exercise Trainers and Group Fitness Instructors.....	25	Lawyers.....	41	Production, Planning, and Expediting Clerks.....	43
Automotive Service Technicians and Mechanics.....	49	Farm Equipment Mechanics and Service Technicians.....	14	Library Technicians.....	19	Property, Real Estate, and Community Association Managers.....	22
Bakers.....	34	Farmworkers and Laborers, Crop, Nursery, and Greenhouse.....	14	Licensed Practical and Licensed Vocational Nurses.....	30	Public Relations Specialists.....	23
Bartenders.....	34	Fast Food and Counter Workers.....	34	Lifeguards, Ski Patrol and Other Recreational Protective Workers.....	35	Public Safety Telecommunicators.....	41
Billing and Posting Clerks.....	22	Film and Video Editors.....	19	Loan Interviewers and Clerks.....	27	Radiologic Technologists and Technicians.....	31
Bookkeeping, Accounting, and Auditing Clerks.....	22	Financial Examiners.....	29	Loan Officers.....	27	Real Estate Sales Agents.....	45
Brokerage Clerks.....	27	Financial Managers.....	27	Logisticians.....	50	Receptionists and Information Clerks.....	22
Budget Analysts.....	22	Firefighters.....	41	Machinists.....	43	Recreation Workers.....	35
Bus and Truck Mechanics/Diesel Engine Specialists.....	49	First-Line Supervisors of Office/Administrative Support Workers.....	22	Maintenance and Housekeeping Cleaners.....	35	Registered Nurses.....	31
Bus Drivers, Transit and Intercity.....	49	First-Line Supervisor of Firefighting and Prevention Workers.....	41	Maintenance and Repair Workers, General.....	17	Rehabilitation Counselors.....	32
Camera Operators, Television, Video, and Film.....	19	First-Line Supervisors of Construction Trades Workers and Extraction Workers.....	17	Management Analysts.....	23	Residential Advisors.....	37
Career/Technical Education Teachers, Secondary School.....	25	First-Line Supervisors of Food Preparation and Serving Workers.....	34	Market Research Analysts and Marketing Specialists.....	45	Respiratory Therapists.....	31
Cargo and Freight Agents.....	49	First-Line Supervisors of Housekeeping and Janitorial Workers.....	34	Marriage and Family Therapists.....	37	Retail Salespersons.....	45
Carpenters.....	17	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers.....	17	Massage Therapists.....	37	Rotary Drill Operators, Oil and Gas.....	14
Cashiers.....	45	First-Line Supervisors of Mechanics, Installers, and Repairers.....	43	Mechanical Drafters.....	47	Roustabouts, Oil and Gas.....	14
Chefs and Head Cooks.....	34	First-Line Supervisors of Personal Service and Entertainment and Recreation Workers.....	34	Mechanical Engineer.....	47	Sales Managers.....	45
Child, Family, and School Social Workers.....	37	First-Line Supervisors of Production and Operating Workers.....	43	Mechanical Engineering Technologists and Technicians.....	47	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products.....	45
Childcare Workers.....	25	First-Line Supervisors of Retail Sales Workers.....	45	Medical and Health Services Managers.....	31	Sales Representatives, Wholesale and Manufacturing.....	45
Civil Engineering Technologists and Technicians.....	47	First-Line Supervisors of Transportation and Material-Moving Workers.....	49	Medical Assistants.....	30	Secondary School Teachers.....	26
Civil Engineers.....	18	Fish and Game Wardens.....	41	Medical Secretaries and Administrative Assistants.....	22	Securities, Commodities, and Financial Services Sales Agents.....	27
Cleaners of Vehicles and Equipment.....	49	Food Preparation Workers.....	34	Meeting, Convention, and Event Planners.....	35	Security Guards.....	41
Clergy.....	37	Food Scientists and Technologists.....	14	Mental Health and Substance Abuse Social Workers.....	37	Self-Enrichment Teachers.....	25
Clinical Laboratory Technologists and Technicians.....	31	Food Servers, Nonrestaurant.....	34	Merchandise Displayers and Window Trimmers.....	45	Service Unit Operators, Oil and Gas.....	14
Clinical, Counseling, and School Psychologists.....	37	Food Service Managers.....	34	Middle School Teachers.....	25	Sheet Metal Workers.....	17
Coaches and Scouts.....	25	Fundraisers.....	45	Millwrights.....	17	Skincare Specialists.....	37
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders.....	43	Gaming Surveillance Officers and Gaming Investigators.....	41	Morticians, Undertakers, and Funeral Arrangers.....	37	Social and Community Service Managers.....	37
Commercial Pilots.....	49	General and Operations Managers.....	22	Multiple Machine Tool Setters, Operators and Tenders, Metal and Plastic.....	43	Social and Human Service Assistants.....	37
Community Health Workers.....	37	Graphic Designers.....	19	Network and Computer Systems Administrators.....	39	Software Developers, and Software Quality Assurance.....	39
Computer and Information Systems Managers.....	22	Hairdressers, Hairstylists, and Cosmetologists.....	37	Nurse Anesthetists.....	31	Soil and Plant Scientists.....	15
Computer Network Support Specialists.....	39	Health Information Technologists and Medical Registrars.....	30	Nurse Practitioners.....	31	Special Education Teachers, Kindergarten and Elementary School.....	26
Computer User Support Specialists.....	39	Health Specialties Teachers, Postsecondary.....	25	Nursing Assistants.....	30	Speech-Language Pathologists.....	32
Conservation Scientists.....	14	Healthcare Social Workers.....	31	Nursing Instructors and Teachers, Postsecondary.....	26	Statisticians.....	47
Construction and Building Inspectors.....	17	Heating, Air Conditioning, and Refrigeration Mechanics and Installers.....	17	Occupational Therapists.....	31	Stockers and Order Fillers.....	22
Construction Laborers.....	17	Heavy and Tractor-Trailer Drivers.....	49	Occupational Therapy Assistants.....	30	Substance Abuse, Behavioral Disorder, and Mental Health Counselors.....	37
Construction Managers.....	18	Helpers-Installation, Maintenance, and Repair Workers.....	43	Operating Engineers and Other Construction Equipment Operators.....	17	Surgical Technologists.....	31
Cooks, Institution and Cafeteria.....	34	Highway Maintenance Workers.....	17	Operations Research Analysts.....	39	Surveying and Mapping Technicians.....	18
Cooks, Restaurant.....	34	Home Health and Personal Aides.....	30	Ophthalmic Medical Technicians.....	30	Surveyors.....	18
Cost Estimators.....	18	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop.....	34	Optometrists.....	31	Tank Car, Truck, and Ship Loaders.....	50
Counter and Rental Clerks.....	45	Hotel, Motel, and Resort Desk Clerks.....	34	Paralegals and Legal Assistants.....	41	Tax Examiners and Collectors, and Revenue Agents.....	29
Crane and Tower Operators.....	49	Human Resources Specialists.....	23	Parts Salespersons.....	14	Tax Preparers.....	27
Credit Analysts.....	27	Industrial Engineering Technologists and Technicians.....	47	Passenger Vehicle Drivers.....	49	Technical Writers.....	19
Credit Authorizers, Checkers, and Clerks.....	27	Industrial Engineers.....	47	Payroll and Timekeeping Clerks.....	22	Telecommunications Equipment Installers and Repairers.....	19
Credit Counselors.....	27	Industrial Machinery Mechanics.....	43	Personal Financial Advisors.....	27	Telecommunications Line Installers and Repairers.....	19
Crushing, Grinding, and Polishing Machine Setters.....	43	Industrial Production Managers.....	44	Pesticide Handlers, Sprayers, and Applicators, Vegetation.....	14	Title Examiners, Abstractors, and Searchers.....	29
Customer Service Representatives.....	22	Industrial Truck and Tractor Operators.....	49	Petroleum Engineers.....	47	Training and Development Specialists.....	23
Demonstrators and Product Promoters.....	45			Petroleum Pump System Operators, Refinery Operators, & Gaugers.....	43	Transportation, Storage, and Distribution Managers.....	50
Dental Assistants.....	30			Pharmacists.....	32	Veterinarians.....	15
Dental Hygienists.....	30			Pharmacy Technicians.....	30	Veterinary Technologists and Technicians.....	14
Dentists.....	31					Waiters and Waitresses.....	35
Derrick Operators, Oil and Gas.....	14					Web Developers and Digital Interface Designers.....	39
Diagnostic Medical Sonographers.....	30					Welders, Cutters, Solderers, and Brazers.....	44
Dietetic Technicians.....	30					Wind Turbine Service Technicians.....	18
Dietitians and Nutritionists.....	31					Writers and Authors.....	19
Dining Room and Cafeteria Attendants and Bartender Helpers.....	34						
Education Administrators, Kindergarten through Secondary.....	25						
Education and Childcare Administrators, Preschool and Daycare.....	25						



AGRICULTURE, FOOD & NATURAL RESOURCES

Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND		ND Earnings Outlook		Occupational Traits
			Number Employed – 2020	Annual Total Openings	Annual Entry-Level Wages	Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate's Degree							
Agricultural Equipment Operators Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops. May perform tasks, such as crop baling or hay bucking.	Realistic Tractor Operator; Hay Baler; Combine Operator		454	61	\$32,830	\$45,400	
Animal Caretaker Feed, water, groom, bathe, exercise, or otherwise provide care to promote and maintain the well-being of pets.	Realistic Animal Shelter Worker; Dog Groomer; Kennel Worker		370	124	\$21,760	\$27,300	
Derrick Operators, Oil and Gas Rig derrick equipment and operate pumps to circulate mud through drill hole.	Realistic Rotary Derrick Operator; Well Service Derrick Worker		682	18	\$38,410	\$54,330	
Farm Equipment Mechanics and Service Technicians Diagnose, adjust, repair, or overhaul farm machinery and vehicles, such as tractors, harvesters, dairy equipment, and irrigation systems.	Realistic Combine Mechanic; Irrigation Equipment Mechanic		716	54	\$34,100	\$50,730	
Farmworkers and Laborers, Crop, Nursery, and Greenhouse Manually plant, cultivate, and harvest vegetables, fruits, and field crops.	Realistic Greenhouse Transplanter		3,303	422	\$23,200	\$33,260	
Parts Salespersons Sell spare and replacement parts and equipment in repair shop or parts store.	Enterprising Auto Parts Salesperson; Electronic Parts Salesperson		1,724	170	\$28,380	\$43,630	
Pesticide Handlers, Sprayers, and Applicators, Vegetation Mix or apply pesticides, herbicides, fungicides, or insecticides on trees, shrubs, lawns, or crops. Usually requires specific training and state or federal certification.	Realistic Fruit Sprayer; Weed Sprayer		590	81	\$33,310	\$50,890	
Rotary Drill Operators, Oil and Gas Set up or operate a variety of drills to remove underground oil and gas, or remove core samples for testing during oil and gas exploration.	Realistic Oil Well Cable Tool Operator		773	24	\$39,960	\$59,380	E
Roustabouts, Oil and Gas Assemble or repair oil field equipment using hand and power tools. Perform other tasks as needed.	Realistic Oil Field Roustabout; Oil Rig Roughneck		4,059	91	\$42,210	\$52,940	
Service Unit Operators, Oil and Gas Operate equipment to increase oil flow from producing wells or to remove stuck pipe, casing, tools, or other obstructions from drilling wells.	Realistic Well Servicing Rig Operator		2,820	163	\$40,680	\$56,460	E
Veterinary Technologists and Technicians Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals.	Realistic Vet. Lab Technician; Vet. Surgery Technologist; Vet. X-ray Operator		319	19	\$26,950	\$35,230	
Postsecondary Programs – Bachelor's Degree or Higher							
Agricultural Inspectors Inspect agricultural commodities, processing equipment, and facilities, and fish and logging operations, to ensure compliance with regulations and laws governing health, quality, and safety.	Realistic Grain Sampler; Milk Tester		109	16	\$42,420	\$50,470	
Conservation Scientists Manage, improve, and protect natural resources to maximize their use without damaging the environment.	Investigative Range Ecologist; Soil Conservationist		321	26	\$49,890	\$71,790	E
Environmental Engineers Research, design, plan, or perform engineering duties in the prevention, control, and remediation of environmental hazards using various engineering disciplines.	Investigative Pollution Control Engineer; Soil Engineer; Water Treatment Engineer		158	8	\$55,700	\$74,430	
Food Scientists and Technologists Use science to study the principles underlying the processing and deterioration of foods. Determine best ways to process, package, preserve, store, and distribute food.	Investigative Dairy Bacteriologist; Food Safety Scientist		28	2	\$53,620	\$75,850	



Bright Outlook – Occupation has a very high number of annual openings and/or is a fast-growing occupation in North Dakota.



High Skill – Occupation requires at least one year of post high school education or training.



E Energy – Energy occupations in North Dakota.





High Wage – North Dakota average annual salary of at least \$60,164.



Military – Occupation exists in the military.

AGRICULTURE, FOOD & NATURAL RESOURCES

Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND		ND Earnings Outlook		Occupational Traits
			Number Employed – 2020	Annual Total Openings	Annual Entry-Level Wages	Annual Average Wages	
Postsecondary Programs – Bachelor’s Degree or Higher							
Soil and Plant Scientists Conduct research in production, yield, and management of crops and agricultural plants or trees, shrubs, and nursery stock.	Investigative Arboreal Scientist; Horticulturist; Plant Physiologist		381		\$45,030		
Veterinarians Diagnose, treat, or research diseases and injuries of animals. Includes veterinarians who conduct research and development, inspect livestock, or care for pets and companion animals.	Investigative Veterinary Medicine Scientist		236		\$71,470		

North Dakota Agriculture, Food & Natural Resources Related Postsecondary Programs

Pathway	Certificate or Associate’s Degree	Bachelor’s Degree	Master’s Degree or More
Agribusiness Systems	Ag Business (NDSCS) Agricultural Sales and Service (DSU) Agriculture transfer (BSC, DCB, DSU, NDSCS, WSC) Adult Farm Management (LRSC) Farm Management Education (BSC) Farm/Ranch Management (BSC, DSU, NDSCS) Precision Agriculture (LRSC, NDSCS)	Agribusiness (MaSU, NDSU) Agricultural and Biosystems Engineering (NDSU) Agricultural Economics (NDSU) Agricultural Education (NDSU) Agricultural Studies (DSU) Agricultural Systems Management (NDSU) General Agriculture (NDSU) Precision Agriculture (NDSU)	Agribusiness and Applied Economics (NDSU) International Agribusiness (NDSU)
Animal Systems	Animal Science (NDSCS) Equine Studies/Horse Production (DSU, NHSC) Pre-Veterinary Medicine transfer (BSC, DCB) Ranch Management (NDSCS) Wildlife and Fisheries Technology (DCB) Wildlife Management Transfer (NDSCS)	Animal Science (NDSU)	Agricultural and Biosystems Engineering (NDSU) Animal Science (NDSU)
Environmental Service Systems	Environmental Science/Technology (DCB, NHSC, SBC, UTTC) Water & Wastewater Technology (BSC)	Equine Science (NDSU)	Agricultural Education (NDSU)
Food Products & Processing Systems	Sustainable Ag and Food Systems (UTTC)	Fisheries and Wildlife Biology/Science UM, UND, VCSU) Food Safety (NDSU) Food Science (NDSU)	Cereal Science (NDSU) Extension Education (NDSU) Food Safety (NDSU)
Natural Resources Systems	Ag Management and Technology (DCB) Natural Resources Management (CCCC, DCB, TMCC) Recreation Management (DCB)	Vet Technology (NDSU)	International Agribusiness (NDSU)
Plant Systems	Agriculture Industry and Technology-Agronomy (BSC) Agronomy (NDSCS) Aquaponics (DCB) Floral Design and Greenhouse Technology (DCB) Specialty Crop Production (DCB) Urban Forest Management (DCB)	Horticulture (NDSU)	
Power, Structure, & Technical Systems	Caterpillar Dealer Service Technician (NDSCS) Diesel Technology: General Diesel, Case IH, Komatsu (NDSCS) Energy Services & Renewable Technician (BSC) John Deere Tech (NDSCS) Nuclear Power Technology (BSC) Petroleum Production Technology (BSC, WSC) Power Generation Technology (BSC) Power Plant Technology (TMCC) Process Power Plant (TMCC) Process Technology (BSC) Wind Energy Technology (LRSC)		

North Dakota Postsecondary Institutions Offering Agriculture, Food & Natural Resources Related Programs

BSC Bismarck State College	www.bismarckstate.edu	NHSC Nueta Hidatsa Sahnish College	http://nhsc.edu
CCCC Cankdeska Cikana Community College	www.littlehoop.edu	SBC Sitting Bull College	www.sittingbull.edu
DCB Dakota College at Bottineau	www.dakotacollege.edu	TMCC Turtle Mountain Community College	www.tm.edu
DSU Dickinson State University	www.dickinsonstate.edu	UM University of Mary	www.umary.edu
LRSC Lake Region State College	www.lrsc.edu	UND University of North Dakota	www.und.edu
MaSU Mayville State University	www.mayvillestate.edu	UTTC United Tribes Technical College	www.uttc.edu
NDSCS ND State College of Science	www.ndscs.edu	VCSU Valley City State University	www.vcsu.edu
NDSU ND State University	www.ndsu.edu	WSC Williston State College	www.willistonstate.edu

MARK HARDY



By Logan Heger
West Fargo High School
ND DECA Association President



Want to Get Ahead? Participate in CTSOs!

Often when people think about organizations such as DECA, FBLA, and FFA, they associate them as “just a high school club.” What many people do not understand is that these Career and Technical Student Organizations (CTSOs) can benefit you in your future career as well. Recently, we met with Beach High School alumni Mark Hardy to discuss how the CTSOs he was involved in helped him. Hardy said, “Not only did they (CTSOs) mold the person I am today, but they pushed me to be a leader and think outside the box and outside of the textbook.” As a chapter officer for FFA and a chapter and state officer for FBLA, Mark gained:

- ▶ Great leadership skills
- ▶ Relationships
- ▶ Job skills training

Mark continued his work in CTSOs at the University of Mary as a collegiate DECA officer. Even with his commitment to DECA, Mark was still able to overload his schedule and graduate in three years with his BA in Business Administration and Finance,

receiving the distinction of being the first outstanding senior of the Gary Tharaldson School of Business. “I attribute much of my personal success to these organizations at the high school and collegiate levels,” Hardy said. Since graduating from college, Mark has been involved in multiple organizations and boards representing agriculture and North Dakota at the national and international level. Some of the opportunities he’s had to practice his leadership skills include:

- ▶ Lobbying in Washington D.C.
- ▶ Serving on mission trips
- ▶ Visiting with leaders from around the world at the United Nations Headquarters in New York

Hardy is a fourth generation family farmer at Hardy farms and is also an insurance agent for Agri Insurance. He feels he is extremely fortunate to have a great family and the best employees to work with, which has made for good business. Mark said, “It’s important to find your passion when pursuing a career so that you can be content and love your job. That’s the greatest feeling in the world.”



How can you apply Mark’s passion and hard work ethic to your life?

- ▶ Reach out to someone in your field of interest and get some experience by job shadowing or doing an internship.
- ▶ Find an adult who you can look up to, whether that person is an advisor, mentor, boss, relative, or family member. Mark said, “I had some great mentors and to them I am forever grateful for their leadership, guidance, and time.”
- ▶ Join CTSOs in high school and college to gain the necessary soft skills employers look for like work ethic, communication, problem-solving, teamwork, responsibility, and technical skills.



“Getting involved is the greatest gift you will give yourself. You never know who you will meet or what doors may open for you and your future.”

ARCHITECTURE & CONSTRUCTION



Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND		ND Earnings Outlook		Occupational Traits
			Number Employed – 2020	Annual Total Openings	Annual Entry-Level Wages	Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate's Degree							
Architectural and Civil Drafters Prepare detailed drawings of architectural and structural features of buildings or drawings and topographical relief maps used in civil engineering projects, such as highways, bridges, and public works.	Artistic		380		\$42,670		
	Building Drafter; Civil Computer-Aided Design Technician		21		\$57,460		
Carpenters Construct, erect, install, or repair structures and fixtures made of wood, such as building frames, stud walls and rafters, wood stairways, window/door frames, and hardwood floors.	Realistic		2,584		\$32,830		
	Building Carpenter; Wood Stair Builder; Wood Floor Layer		178		\$47,460		
Construction and Building Inspectors Inspect structures using engineering skills to determine structural soundness and compliance with specifications, building codes, and other regulations.	Realistic		239		\$45,720		
	Electrical Inspector; Elevator Inspector; Highway Inspector		23		\$68,810		
Construction Laborers Physical labor at construction sites, operating hand and power tools of all types, clean and prepare sites, dig trenches, set braces for excavations, erect scaffolding, and clean up.	Realistic		5,241		\$34,510		
	Air Hammer Operator; Construction Craft Laborer; Construction Trench Digger		357		\$43,550		
Electricians Install, maintain and repair electrical wiring, equipment and fixtures. Ensure that work is in accordance with relevant codes.	Realistic		3,525		\$50,480		
	Solar Photovoltaic Electrician		308		\$67,270		
First-Line Supervisors of Construction Trades Workers and Extraction Workers Directly supervise and coordinate activities of construction or extraction workers.	Enterprising		3,747		\$54,740		
	Quarry Boss; Rig Supervisor		178		\$85,470		
First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers Directly supervise and coordinate activities of workers engaged in landscaping or groundskeeping activities.	Enterprising		230		\$40,970		
	Grounds Maint. or Horticultural Services Supervisor; Head Greenskeeper		42		\$59,340		
Heating, Air Conditioning, and Refrigeration Mechanics and Installers Install or repair heating, central air conditioning or refrigeration systems, including oil burners, hot-air furnace and heating stoves.	Realistic		1,095		\$38,290		
	Plumbers, Sheet Metal Workers		80		\$55,630		
Highway Maintenance Workers Maintain highways, municipal and rural roads, airport runways, and rights-of-way, patching pavement, repairing guard rails, highway markers, snow fences, mow along roads, and plow snow.	Realistic		1,112		\$39,650		
	Road Patcher; Road Sign Installer		111		\$49,820		
Landscaping and Groundskeeping Workers Landscape or maintain grounds of property using hand or power tools or equipment. Tasks include sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation.	Realistic		2,707		\$27,810		
	Greenskeeper; Hedge Trimmer		346		\$37,350		
Maintenance and Repair Workers, General Keep machines, mechanical equipment, or the structure of an establishment in repair.	Realistic		3,804		\$30,790		
	Building Maintenance Mechanic		329		\$42,800		
Millwrights Install, dismantle, or move machinery and heavy equipment according to layout plans, blueprints, or other drawings.	Realistic		358		\$44,370		
	Machine Assembler; Machinery Dismantler; Maintenance Millwright		24		\$54,540		
Operating Engineers and Other Construction Equipment Operators Operate power construction equipment to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement.	Realistic		3,629		\$43,170		
	Construction Bulldozer Operator; Road Grader; Steam Shovel Operator		232		\$55,540		
Plumbers, Pipefitters and Steamfitters Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases, may install heating/cooling equipment and mechanical control systems.	Realistic		2,090		\$40,170		
	Fire Sprinkler Installer; Sprinkler Fitter		121		\$55,380		
Sheet Metal Workers Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings.	Realistic		300		\$34,200		
	HVAC Sheet Metal Installer; Sheet Metal Former; Tinsmith		32		\$53,870		



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High Skill – Occupation requires at least one year of post high school education or training.



Energy – Energy occupations in North Dakota.



High Wage – North Dakota average annual salary of at least \$60,164.



Military – Occupation exists in the military.

ARCHITECTURE & CONSTRUCTION

Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND		ND Earnings Outlook		Occupational Traits
			Number Employed – 2020	Annual Total Openings	Annual Entry-Level Wages	Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate's Degree							
Surveying and Mapping Technicians Perform surveying and mapping duties to obtain data used for construction, mapmaking, boundary location, and mining.	Realistic Field Map Technician; GIS Mapping Technician		183		\$40,400		E
			16		\$52,870		
Wind Turbine Service Technicians Inspect, diagnose, adjust, or repair wind turbines. Perform maintenance on wind turbine equipment including resolving electrical, mechanical, and hydraulic malfunctions.	Realistic Wind Energy Technician		122		\$39,680		E
			14		\$61,020		
Postsecondary Programs – Bachelor's Degree or Higher							
Architects, Except Landscape and Naval Plan and design structures, such as private residences, office buildings, theaters, factories, and other structural property.	Artistic Architectural Designer; Structural Architect		218		\$48,110		
			12		\$73,180		
Architectural and Engineering Managers Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields.	Enterprising Engineering Design Manager; Mechanical Engineering Director		266		\$99,700		
			12		\$141,740		
Civil Engineers Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities.	Realistic Bridge Engineer; Highway Engineer		1,343		\$63,170		
			76		\$88,400		
Construction Managers Plan, organize, direct, and coordinate personnel activities. Oversee building and maintenance and repair of structures, facilities, and systems such as houses, buildings, bridges, roads, and similar structures.	Enterprising Construction Superintendent; General Contractor		1,378		\$53,140		
			58		\$110,190		
Cost Estimators Prepare cost estimates for product manufacturing, construction projects or services to aid management in bidding or determining price of product or service.	Conventional Job Cost Estimator; Production Cost Estimator		714		\$47,390		
			43		\$68,970		
Surveyors Make exact measurements and determine property boundaries. Provide data relevant to shape, contour, gravitation, location, elevation, or dimension of land or land features.	Realistic Land Surveyor; Mineral Surveyor		308		\$50,460		E
			18		\$76,670		



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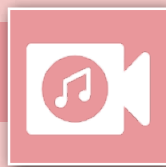
North Dakota Architecture & Construction Related Postsecondary Programs



















Pathway	Certificate or Associate's Degree	Bachelor's Degree	Master's Degree or More
Construction	Building Construction Technology (BJCC, NDSCS, TMCC) Building Trades (SBC) Carpentry (BSC, BJCC, CCCC) Concrete Technology (TMCC) Construction Management/Technology (NDSCS) Electric Power Technology (BSC) Electrical Technology (NDSCS, SBC, TMCC) Heating, Ventilation & Air Conditioning (BSC, NDSCS, TMCC) Lineworker-Electrical (BSC) Plumbing (NDSCS, TMCC)	Construction Engineering (NDSU) Construction Management (NDSU, UM)	Construction Management (NDSU)
Design/Pre-Construction	Architectural Drafting and Estimating Technology (NDSCS) CDL/Heavy Equipment (CCCC, SBC, TMCC, UTTC) Land Surveying and Civil Engineering Technology (NDSCS) Pre-Engineering transfer (CCCC, NHSC)	Architecture (NDSU) Civil Engineering (NDSU, UM, UND) Construction Engineering (NDSU) Environmental Design (NDSU) Landscape Architecture (NDSU)	Architecture (NDSU) Civil Engineering (NDSU) Landscape Architecture (NDSU, UND)
Maintenance/Operations	Electrical Transmission Systems Technology (BSC) Mechanical Systems (NDSCS) Mechanical Maintenance Technology (BSC)		


North Dakota Postsecondary Institutions Offering Architecture & Construction Related Programs


BSC	Bismarck State College	www.bismarckstate.edu	SBC	Sitting Bull College	www.sittingbull.edu
BJCC	Burdick Job Corps Center	http://quentinnburdick.jobcorps.gov	TMCC	Turtle Mountain Community College	www.tm.edu
CCCC	Cankdeska Cikana Community College	www.littlehoop.edu	UM	University of Mary	www.umary.edu
NDSCS	ND State College of Science	www.ndscs.edu	UTTC	United Tribes Technical College	www.uttc.edu
NDSU	ND State University	www.ndsu.edu	UND	University of North Dakota	www.und.edu
NHSC	Nueta Hidatsa Sahnish College	http://nhsc.edu			


ARTS, A/V TECHNOLOGY & COMMUNICATIONS





Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND		ND Earnings Outlook		Occupational Traits
			Number Employed – 2020	Annual Total Openings	Annual Entry-Level Wages	Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate's Degree							
Audio and Video Equipment Technicians Set up and operate audio and video equipment including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, sound and mixing boards, etc.	Realistic Multimedia Production Assistant; Video Control Operator		79		\$31,950		 
			6		\$42,360		
Camera Operators, Television, Video, and Film Operate television, video, or film camera to record images or scenes for television, video, or film productions.	Realistic News Videographer		55		\$22,690		
			4		\$25,650		
Interpreters and Translators Interpret oral or sign language, or translate written text from one language into another.	Artistic American Sign Language, Court, or Diplomatic Interpreter		114		\$28,510		
			10		\$35,890		
Library Technicians Assist librarians by helping readers to locate books and other materials. Compile records; sort and shelf books or other media; remove or repair damaged books or other media.	Conventional Library Acquisitions Technician; Library Circulation Technician		402		\$23,680		
			54		\$33,350		
Telecommunications Equipment Installers and Repairers Service or repair telephone, cable television, Internet, and other communications equipment. May install communications equipment or communications wiring in buildings.	Realistic Fiber Optic Installer; Private Branch Exchange (PBX) Installer and Repairer		604		\$45,580		  
			71		\$63,460		
Telecommunications Line Installers and Repairers Install and repair telecommunications cable, including fiber optics.	Realistic Cable Television Installer; FIOS Line Installer		265		\$54,180		
			26		\$67,510		
Postsecondary Programs – Bachelor's Degree or Higher							
Film and Video Editors Edit moving images on film, video, or other media. May work with a producer or director to organize images for final production. May edit or synchronize soundtracks with images.	Artistic Cue Selector; Film Editor; Television News Video Editor		29		\$32,870		
			2		\$59,880		
Graphic Designers Design or create graphics to meet a client's specific commercial or promotional needs, such as packaging, displays or logos.	Artistic Catalogue Illustrator		611		\$33,430		 
			41		\$45,360		
Interior Designers Plan, design, and furnish interiors of residential, commercial, or industrial buildings. Formulate design which is practical, aesthetic, and conducive to intended purposes.	Artistic Home Lighting Advisor; Kitchen Designer		237		\$28,880		
			19		\$46,110		
Producers and Directors Produce or direct stage, television, radio, video, or motion picture productions. Responsible for decisions such as script, choice of actors or guests, set design and choreography.	Enterprising Casting Director; Independent Film Maker		131		\$32,150		
			8		\$56,320		
Technical Writers Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. May assist in layout work.	Artistic Documentation Writer; Medical Writer; Specifications Writer		69		\$50,130		 
			6		\$80,630		
Writers and Authors Writers and authors develop written content for advertisements, books, magazines, movie and television scripts, songs, and online publications.	Enterprising Advertising Copy Writer; Playwright		264		\$35,970		
			19		\$53,440		

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 **High Skill** – Occupation requires at least one year of post high school education or training.

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 **Military** – Occupation exists in the military.



CTE DELIVERS FOR STUDENTS



**REAL OPTIONS FOR COLLEGE
AND REWARDING CAREERS**

**REAL HIGH SCHOOL EXPERIENCE
WITH MORE VALUE**

REAL-WORLD SKILLS

ARTS, A/V TECHNOLOGY & COMMUNICATIONS

North Dakota Arts, A/V Technology & Communications Related Postsecondary Programs

Pathway	Certificate or Associate's Degree	Bachelor's Degree	Master's Degree or More
Audio and Video Technology and Film	Digital Audio Production (BSC)	Multimedia Studies (MiSU)	Library/Information Technology (VCSU)
Journalism and Broadcasting	English transfer (BSC, DCB) Mass Communications (BSC) Speech Communication transfer (BSC)	Broadcasting and Professional Communication (MiSU) Communication (DSU, MaSU, UJ, UM, UND, VCSU) English (DSU, MaSU, MiSU, NDSU, UJ, UM, UND, VCSU) English Education (DSU, MaSU, MiSU, NDSU, UJ, UM, VCSU) Journalism (NDSU)	Communication (NDSU, UND) English (NDSU, UND)
Performing Arts	Music transfer (BSC, NDSCS) Theatre Arts transfer (BSC)	Music (DSU, MiSU, NDSU, UJ, UM, UND, VCSU) Music Education (DSU, MiSU, UJ, UM, UND, VCSU) Music Performance (UM, UND) Musical Theatre (UND) Theatre Arts (DSU, NDSU, UJ, UND)	Music (NDSU, UM, UND)
Printing Technology			
Telecommunications	Electronics Technology (BSC) Electronics/Telecommunications Technology (BSC) Web Design (DCB, NDSCS, RC, TMCC) Web Developer/Webmaster (DCB, DSU, NDSCS) Web Page Development and Design (BSC)	Communication (DSU, MaSU, UJ, UM, UND, VCSU)	Communication (NDSU, UND)
Visual Arts	Art Transfer (BSC, DCB) Fine Art (CCCC) Graphic Design (UTTCC) Graphic Design-Animation & Motion Graphics (RC) Graphic Design-Web & Interactive Design (RC) Graphic Design & Communications (BSC) Photography (DCB)	Apparel, Retail Merchandising, and Design (NDSU) Art (DSU, MiSU, NDSU, UJ, VCSU) Art Education (DSU, MiSU, NDSU, VCSU) Art Entrepreneurship (DSU) Arts Administration (MiSU) Fine Arts (MiSU, UJ) Graphic Design (UND) Graphic Design-Animation & Motion Graphic (RC) Graphic Design-Web & Interactive Design (RC) Graphic Design for E-Commerce (UJ) Interior Design (NDSU) Visual Arts (UND)	Visual Arts (UND)

North Dakota Postsecondary Institutions Offering Arts, A/V Technology & Communications Related Programs

BSC	Bismarck State College	www.bismarckstate.edu	RC	Rasmussen College	www.rasmussen.edu
CCCC	Cankdeska Cikana Community College	www.littlehoop.edu	TMCC	Turtle Mountain Community College	www.tm.edu
DCB	Dakota College at Bottineau	www.dakotacollege.edu	UTTCC	United Tribes Technical College	www.uttcc.edu
DSU	Dickinson State University	www.dickinsonstate.edu	UJ	University of Jamestown	www.uj.edu
MaSU	Mayville State University	www.mayvillestate.edu	UM	University of Mary	www.umary.edu
MiSU	Minot State University	www.minotstate.edu	UND	University of North Dakota	www.und.edu
NDSCS	ND State College of Science	www.ndscs.edu	VCSU	Valley City State University	www.vcsu.edu
NDSU	ND State University	www.ndsu.edu	WSC	Williston State College	www.willistonstate.edu

“Filmmaking is naturally a very collaborative medium, so things like working well together as a team and effectively communicating together are so valuable.”

– Zach Wentz



ZACH WENTZ



By Mya Woodbeck
Bowbells High School
ND FBLA State Historian



Lights, Camera, Action! The Man Behind the Camera

Zach Wentz always had a passion for filmmaking and realized it at a young age. While attending high school at May-Port CG, he had many opportunities to explore filmmaking and learn more about his fascination with it. His senior year, he was a part of the Occupational Work Experience program and worked part-time for a local photography studio spending his time engaging in photoshop and assisting at photo shoots. "My time there definitely solidified my interest in well-crafted imagery," Wentz said.

Zach was also heavily involved in Future Business Leaders of America (FBLA) in high school. One of the most beneficial things that FBLA offered him was the Digital Video Production competition that he competed in his freshman and sophomore years, receiving first at the national leadership conference both years. Zach was also the president of his local chapter his senior year.

Participating in FBLA allowed Wentz to apply his hobby of filmmaking into something with a purpose. Through competitive events, he was able to develop video content with a real message, and it gave him his first opportunity to craft a story using a visual platform. Zach recognized that filmmaking is nothing without collaboration and being able to speak confidently in public. Because of FBLA, he is comfortable with presenting a concept and being a team player.

Zach attended a four-year film program at Minnesota State University Moorhead (MSUM), where he met many like-minded creative people that helped him to jumpstart his career in film. Zach stated, "Filmmaking is an industry where connections are important." "As most people know, in the film world, it's all about who you know, and I can't stress this enough, meet as many people in your industry as you can," said Wentz.

After graduating college, he was able to quickly enter the freelance industry in California solely based upon people he knew and connections he created in school. The film industry is primarily a freelance game and the more people you know, the more jobs you will get. Since high school and college, Zach has had many amazing opportunities and breakthroughs in filmmaking. He shot and directed a short film called HAM in 2018 that received numerous awards from various film festivals. Zach also recently shot and directed a product video for a planner called Evertime that received two gold ADDY awards, as well as Best in Show at the 2020 American Advertising Federation Awards.

Zach's post-secondary training and education and related experiences helped him to gain important soft

skills like being a team player, which he feels is one of the most important and valuable skills you can possess in filmmaking. He said he believes the key aspect is communication, not only with your client, but also with your teammates. "Filmmaking is naturally a very collaborative medium, so things like working well together as a team and effectively communicating together are so valuable."

After college, Zach moved to California and worked on several film sets, met many industry pros, and gained valuable on-set experience. Not long after, Zach accepted a full-time position as a director of photography at Threefold, which is a commercial production company located in Bismarck, N.D. Though the company is based in Bismarck, Zach and his team find themselves doing work all over the country, creating short form commercial content for television or social media. Zach is involved in every aspect of the production process on most of the projects, including pre-production, production, and post-production. He also creates story boards, makes decisions on the lighting design of a scene, and operates the camera when working as the Director of Photography. On the days he is not on set, you can find Zach in an editing bay cutting together a commercial.



BUSINESS MANAGEMENT & ADMINISTRATION

Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND		ND Earnings Outlook		Occupational Traits
			Number Employed – 2020	Annual Total Openings	Annual Entry-Level Wages	Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate's Degree							
Billing and Posting Clerks Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.	Conventional Invoice Control Clerk; Patient Account Representative; Statement Processor			559		\$34,710	
				49		\$43,730	
Bookkeeping, Accounting, and Auditing Clerks Compute, classify, and record numerical data to keep financial records complete.	Conventional Accounts Receivable and Mortgage Acct. Clerk; Bookkeeper			5,210		\$28,400	
				467		\$40,680	
Customer Service Representatives Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.	Enterprising Customer Complaint Clerk; Warranty Clerk			6,537		\$29,110	
				711		\$39,860	
First-Line Supervisors of Office/Administrative Support Workers Directly supervise and coordinate the activities of clerical and administrative support workers.	Enterprising Clerical Supervisor; Payroll Supervisor			2,617		\$38,980	
				214		\$57,560	
Medical Secretaries and Administrative Assistants Perform secretarial duties in hospital or clinic setting that may include scheduling appointments, billing patients, and compiling and recording medical charts.	Conventional Dental Secretary; Psychiatric Secretary			1,466		\$30,660	
				165		\$38,530	
Payroll and Timekeeping Clerks Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.	Conventional Time and Attendance Clerk			309		\$40,270	
				28		\$52,720	
Procurement Clerks Compile information and records to draw up purchase orders for procurement of materials and services.	Conventional Purchasing Clerk			98		\$37,470	
				7		\$44,760	
Property, Real Estate, and Community Association Managers Plan, direct, or coordinate the selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties.	Enterprising Apartment, Building Rental, or Leasing Property Manager			900		\$39,010	
				58		\$55,840	
Receptionists and Information Clerks Answer inquiries and provide information to the general public, customers, and visitors regarding activities conducted at establishment and location of offices and employees within the organization.	Conventional Appointment Clerk; Front Desk Receptionist			1,497		\$22,710	
				175		\$30,340	
Stockers and Order Fillers Receive, store, and issue merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves or customers' orders.	Realistic Night Stocker; Store Stocker; Warehouse Stocker			4,999		\$24,260	
				574		\$32,430	
Postsecondary Programs – Bachelor's Degree or Higher							
Accountants and Auditors Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others.	Conventional Certified Public Accountant; Internal Auditor			4,090		\$41,560	
				342		\$66,060	
Budget Analysts Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports.	Conventional Budget Examiner; Cost Analyst			86		\$55,070	
				6		\$68,320	
Computer and Information Systems Managers Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.	Enterprising Chief Technology Officer; Infor. Tech. Systems or Mgmt. Infor. Systems Director			410		\$84,390	
				35		\$120,670	
General and Operations Managers Plan, direct, or coordinate the operations of public or private sector organizations by formulating policies, managing daily operations, and planning the use of materials and human resources.	Enterprising General Superintendent; Television Station Manager			7,887		\$50,000	
				515		\$102,850	

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Military – Occupation exists in the military.

BUSINESS MANAGEMENT & ADMINISTRATION

Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND		ND Earnings Outlook		Occupational Traits
			Number Employed – 2020	Annual Total Openings	Annual Entry-Level Wages	Annual Average Wages	
Postsecondary Programs – Bachelor's Degree or Higher							
Human Resources Specialists Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers.	Enterprising Personnel Recruiter; Staffing Coordinator		1,383		\$44,350		
			111		\$64,640		
Management Analysts Conduct organizational studies and evaluations, design systems and procedures to assist management in operating more efficiently and effectively.	Investigative Business Management Analyst; Business Process Consultant		658		\$48,500		
			51		\$78,970		
Public Relations Specialists Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media.	Enterprising Press Secretary; Publicity Writer		575		\$42,330		
			53		\$66,380		
Training and Development Specialists Design and conduct training and development programs to improve individual and organizational performance. May analyze training needs.	Social Computer Training Specialist; Workforce Development Specialist		731		\$41,040		
			68		\$60,730		

North Dakota Business Management & Administration Related Postsecondary Programs

Pathway	Certificate or Associate's Degree	Bachelor's Degree	Master's Degree or More
Administrative Support	Administrative Assistant (BSC, LRSC) Bookkeeping (DCB) Business Fundamentals (DSU) Data Entry Specialist (DSU) Office Technology (CCCC) Computer Support Specialist (TMCC) Office Administration (BJCC, DSU) Reception Services (DCB, DSU)		
Business Information Management	Business Management (MaSU, NDSCS, RC, WSC) Business Technology Management (NDSCS) Business Transfer (NDSCS) Information Processing Specialist (BSC) Information Technology/Management (DCB, LRSC, NDSCS, RC, SBC, UTTC, WSC) Management Information Systems transfer (NDSCS)	Applied Business Information Technology (MiSU) Business Management (RC) Business Process Integration Management (VCSU) Energy Management (BSC) Information Systems (UND) Information Technology Management (RC, UJ, UM) Management Communication (NDSU) Management Information Systems (MiSU, NDSU) Management Information Science (UJ)	Business Analytics (NDSU) Information Systems (MiSU)
General Management	Business Administration (BSC, CCCC, DCB, NDSCS, NHSC, SBC, TBC, TMCC, UTTC) Computerized Office Management (DCB) Computer Support Specialist (TMCC) Entrepreneurship (NDSCS, NHSC, TMCC) Management (BSC) Management Entrepreneurship (BSC) Small Business Management (DCB)	Business Administration (DSU, MaSU, NDSU, SBC, TBC, UTTC, UJ, UM, VCSU) Business Education (DSU, MiSU, UM, VCSU) Entrepreneurship (MiSU, UND) International Business (MiSU) International Entrepreneurship (TBC) Leadership & Management (TMCC) Management (MiSU, NDSU, UND, VCSU)	Business (UM, UND) Business Administration (NDSU, UM, SBC) Management (MiSU) Managerial Leadership (UM) Project Management (UM) Public Administration (UM, UND)
Human Resources Management	Human Resource Management (DSU)	Human Resource Management (UND) Human Resources and Organizational Leadership (RC)	Human Resource Management (RC, UM)
Operations Management	Business Management (MaSU) Management (BSC) Small Business Management (DCB)	Business Economics (UND) Business Management (RC) Management Communication (NDSU) Operations & Supply Chain Management (UND)	Business Operations (UM)

North Dakota Postsecondary Institutions Offering Business Management & Administration Related Programs

BSC	Bismarck State College	www.bismarckstate.edu	RC	Rasmussen College - Fargo	www.rasmussen.edu
BJCC	Burdick Job Corps Center	http://quentinnburdick.jobcorps.gov	SBC	Sitting Bull College	www.sittingbull.edu
CCCC	Cankdeska Cikana Community College	www.littlehoop.edu	TBC	Trinity Bible College	www.trinitybiblecollege.edu
DCB	Dakota College at Bottineau	www.dakotacollege.edu	TMCC	Turtle Mountain Community College	www.tm.edu
DSU	Dickinson State University	www.dickinsonstate.edu	UTTC	United Tribes Technical College	www.uttc.edu
LRSC	Lake Region State College	www.lrsc.edu	UJ	University of Jamestown	www.uj.edu
MaSU	Mayville State University	www.mayvillestate.edu	UM	University of Mary	www.umary.edu
MiSU	Minot State University	www.minotstateu.edu	UND	University of North Dakota	www.und.edu
NDSCS	ND State College of Science	www.ndscs.edu	VCSU	Valley City State University	www.vcsu.edu
NDSU	ND State University	www.ndsu.edu	WSC	Williston State College	www.willistonstate.edu
NHSC	Nueta Hidatsa Sahnish College	http://nhsc.edu			

DEREK FLETCHER



Life of a Videographer

Derek Fletcher is traveling across the Midwest to get footage on a Bison football player for one of Click Content Studios' documentary series Homegrown: Building the Bison Dynasty. "Homegrown" gives a picture of how small-town North Dakota helped to shape the local Bison Dynasty. Derek has been nominated for three Upper Midwest Emmys and is hoping to win one of his own someday. Some of the other projects he worked on can be viewed at Inforum.com, WDAY and Amazon, and include:

- ▶ Rides with Jay Thomas
- ▶ Agweek
- ▶ House on Sweet and Seventh

After Derek graduated from Barnes County North, he attended Minnesota State University Moorhead (MSUM) and received a degree in Film Production. This is where he learned the basic principles of film production, common practices, and editing and directing. Derek participated in Technology Student Association (TSA), his schools only Career and Technical

Student Organization (CTSO), eventually serving as a state officer. His experience making videos with his friends and his involvement as a member and state officer, piqued his interests not only in video, but in developing as a business professional. Derek has some advice for those interested in videography or any other profession:

- ▶ Enjoy high school! Experience it! He is so grateful for the experiences that helped him grow, not only as a professional, but as a human.
- ▶ Take more risks and get involved in extracurriculars outside of sports, like a CTSO. Those experiences offer a lot and can teach you communication, organization within a team and public speaking.
- ▶ Take your time! Time for learning why things work, how they work and best practices for the profession.
- ▶ Soft skills are VERY important! You can be technically sound and a great filmmaker, but you might not make it if you can't communicate or work as a team.

- ▶ Participate in job shadows, internships, and apprenticeships when available. Derek had several experiences at Forum Communications Company, Sundog, Border States Electric, and MSUM Marketing. These experiences were invaluable to his current profession and skills.

With growing freelance work, Derek is always looking for the next great shot, whether video or digital photography. And, of course, looking forward to the next chance to fly to an NDSU Bison football game, film rare and cool cars, tell a new story about agriculture, or make a documentary. Every day is different for him, from audio mixing for documentaries, filming in a bi-plane or flying drones in the badlands, he is learning something new and facing new challenges.



"Every day for me is different. I could be audio mixing for a documentary on a sports figure and the next day out filming in a bi-plane, and another day I could be flying a drone in the badlands."

EDUCATION & TRAINING



Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND		ND Earnings Outlook		Occupational Traits
			Number Employed – 2020	Annual Total Openings	Annual Entry-Level Wages	Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate's Degree							
Childcare Workers Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.	Social Au Pair; Daycare Provider; Nanny		4,917		\$20,610		
			627		\$25,510		
Coaches and Scouts Instruct or coach groups or individuals in the fundamentals of sports for the primary purpose of competition.	Realistic Baseball Scout; Boxing Coach; Football Coach		980		\$20,600		
			146		\$43,030		
Exercise Trainers and Group Fitness Instructors Instruct or coach groups or individuals in exercise activities. Demonstrate techniques and form, observe participants, and explain to them corrective measures necessary to improve their skills.	Social Personal Trainer; Yoga Instructor		1,578		\$21,690		
			277		\$34,090		
Preschool Teachers, Except Special Education Instruct preschool-aged children in activities designed to promote social, physical, and intellectual growth needed for primary school.	Social Head Start Teacher; Nursery School Teacher; Pre-Kindergarten Teacher		1,049		\$22,310		
			90		\$28,260		
Self-Enrichment Teachers Teach or instruct courses other than those that normally lead to an occupational objective or degree. Courses may include self-improvement, non-vocational, and non-academic subjects.	Social Citizenship Teacher; Horseback Riding Instructor		556		\$26,330		
			62		\$38,770		
Postsecondary Programs – Bachelor's Degree or Higher							
Career/Technical Education Teachers, Secondary School Teach occupational, career and technical, or vocational subjects at the secondary school level in public or private schools.	Social Auto Repair Teacher; Vocational Education Teacher		462		\$42,910		
			32		\$58,790		
Education Administrators, Kindergarten through Secondary Plan, direct, or coordinate the academic, administrative, or auxiliary activities of public or private elementary or secondary level schools.	Enterprising Curriculum Administrator		728		\$71,690		
			56		\$103,000		
Education and Childcare Administrators, Preschool and Daycare Plan, direct, or coordinate the academic and nonacademic activities of preschool and childcare centers or programs.	Social Childcare Center Administrator; Head Start Director; Preschool Director		226		\$32,530		
			13		\$45,770		
Educational, Guidance, and Career Counselors and Advisors Advise and assist students and provide educational and vocational guidance services.	Social Admissions, Career, Guidance, and Student Services Counselor		666		\$42,760		
			61		\$60,190		
Elementary School Teachers, Except Special Education Teach students basic academic, social, and other formative skills in public or private schools at the elementary level.	Social Elementary Band Director; 4th Grade Math Teacher		4,119		\$42,150		
			317		\$55,850		
Health Specialties Teachers, Postsecondary Teach courses in health specialties, in fields such as dentistry, laboratory technology, medicine, pharmacy, public health, therapy, and veterinary medicine.	Social Nutrition, Pharmacology, or Public Health Professor		375		\$65,030		
			26		\$94,760		
Instructional Coordinators Develop instructional material, coordinate educational content, and incorporate current technology in specialized fields that provide guidelines to educators and instructors.	Social Curriculum and Assessment Director; Special Education Curriculum Specialist		427		\$48,500		
			38		\$67,030		
Kindergarten Teachers, Except Special Education Teach elemental natural and social science, personal hygiene, music, art, and literature to kindergarten students. Promote physical, mental, and social development.	Social Bilingual Kindergarten Teacher		430		\$44,100		
			44		\$56,790		
Middle School Teachers, Except Special and Career/Technical Education Teach one or more subjects to students at the middle, intermediate, or junior high school level.	Social Intermediate School, Junior High, and Middle School Teachers		1,340		\$44,200		
			97		\$61,040		

Bright Outlook – Occupation has a very high number of annual openings and/or is a fast-growing occupation in North Dakota.







High Skill – Occupation requires at least one year of post high school education or training.

Energy – Energy occupations in North Dakota.

High Wage – North Dakota average annual salary of at least \$60,164.

Military – Occupation exists in the military.

EDUCATION & TRAINING

Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND		ND Earnings Outlook		Occupational Traits
			Number Employed – 2020	Annual Total Openings	Annual Entry-Level Wages	Annual Average Wages	
Postsecondary Programs – Bachelor's Degree or Higher							
Nursing Instructors and Teachers, Postsecondary Demonstrate and teach patient care in classroom and clinical units to nursing students. Includes both teachers primarily engaged in teaching and those who do a combination of teaching and research.	Social Clinical Nursing Professor; Registered Nursing Professor		222		\$51,250		 
			16		\$74,280		
Secondary School Teachers, Except Special and Career/Technical Education Teach students in one or more subjects, such as English, mathematics, or social studies at the secondary level in public or private schools. May be designated according to subject matter specialty.	Social High School English Teacher, French Teacher or History Teacher		2,579		\$43,310		
			189		\$56,610		
Special Education Teachers, Kindergarten and Elementary School Teach elementary school subjects to educationally and physically handicapped students.	Social Severe Emotional Disorders Teacher; Special Education Preschool Teacher		558		\$45,360		 
			43		\$62,660		

North Dakota Education & Training Related Postsecondary Programs			
Pathway	Certificate or Associate's Degree	Bachelor's Degree	Master's Degree or More
Administration & Administration Support			Educational Leadership (NDSU, UND) Elementary Administration (UM) Secondary Administration (UM)
Professional Support Services	American Sign Language and Interpreting Studies (LRSC) Child Development Associate (DCB) Early Child Development Associate (DCB, NHSC) Paraprofessional Education (DCB) Speech Language Pathology Paraprofessional (LRSC, WSC)	Communication Sciences & Disorders (MiSU, UM, UND) Communication (DSU) Interpreting & Sign Language Studies (MiSU)	Communication Sciences and Disorders (MiSU, UND) Counseling (NDSU, UJ, UM, UND) Counseling Psychology (UND) Counseling with K-12 School Emphasis (NDSU, UM, UND) Library and Information Technologies (VCSU)
Teaching/ Training	Anishinaabe Language (TMCC) Athletic Coaching (BSC) Business Education transfer (BSC, DCB) Caregiver Services (DCB) Dakota Studies (CCCC) Early Childhood Education (BSC, CCCC, DCB, LRSC, MaSU, NDSCS, NHSC, RC, SBC) Education transfer (NDSCS, SBC) Elementary Education transfer (BSC, DCB, NDSCS, UTTC) Foreign Language transfer (BSC) Health, Physical Education and Recreation transfer (CCCC, NDSCS, UTTC) Lakhotiyapi/Dakhotiyapi I/II (SBC) Middle School Math Certificate (NHSC) Middle School Science Certificate (NHSC) Native American Studies (SBC) Physical Education transfer (BSC, DCB) Secondary Education transfer (BSC, DCB) Special Education transfer (DCB) Teacher Education transfer (SBC)	Agriculture Education (NDSU) Art Education (DSU, MiSU, NDSU, VCSU) Biology Education (DSU, MaSU, MiSU, NDSU, UJ, UM, VCSU) Business Education (DSU, MiSU, UM, VCSU) Career and Technical Education (VCSU) Chemistry Education (DSU, MaSU, MiSU, NDSU, VCSU) Composite/Comprehensive Science Education (DSU, NDSU) Early Childhood Education (MaSU, MiSU, RC, SBC, UM, UND) Earth Science Education (MiSU, NDSU) Elementary Education (DSU, MaSU, MiSU, NHSC, SBC, TBC, TMCC, UTTC, UJ, UM, UND, VCSU) English Education (DSU, MaSU, MiSU, NDSU, UJ, UM, VCSU) Exceptional Learners (UM) Family & Consumer Sciences Education (NDSU) Foreign Language Education (MiSU) French Education (NDSU) Health Education (MaSU, NDSU, VCSU) History Education (DSU, MaSU, MiSU, NDSU, UJ, UM, VCSU) Math Education (DSU, MaSU, MiSU, NDSU, UJ, UM, VCSU) Middle Level Education (UND) Music Education (DSU, MiSU, UJ, UM, UND, VCSU) Native American Studies (NHSC, SBC) Physical Educ. (DSU, MaSU, MiSU, NDSU, TBC, UJ, UM, VCSU) Physics Education (NDSU) Science Education (SBC, TMCC, UND) Social Science Education (DSU, MaSU, MiSU, UM, UND, VCSU) Spanish Education (NDSU) Special Education (MaSU, MiSU, UM) Teacher Education (UJ) Technology Education (DSU, VCSU)	Agriculture Education (NDSU) Curriculum and Instruction (NDSU, SBC, UJ, UM, UND) Early Childhood Education (UND) Education (MiSU, NDSU, UM, VCSU) Educational Foundations and Research (UND) Education Leadership (NDSU, UND) Education Studies (UND) Elementary Education (UND, VCSU) English Education (NDSU, VCSU) English Language Learner (ELL) Education (VCSU) Extension Education (NDSU) Family & Consumer Sciences Education (NDSU) Higher Education (UND) History Education (NDSU) Instructional Design and Technology (UND) Mathematics Education (NDSU, UND) Music Education (MiSU, NDSU, UND) Reading Education (UM, UND) Science Education (NDSU) Social Science Education (NDSU) Special Education (MiSU, UM, UND) Teaching (DSU, MaSU, VCSU) Teaching and Learning (UND) Teaching Technology (VCSU) Technology Education (VCSU)

North Dakota Postsecondary Institutions Offering Education & Training Related Programs			
BSC	Bismarck State College	www.bismarckstate.edu	RC Rasmussen College www.rasmussen.edu
CCCC	Cankdeska Cikana Community College	www.littlehoop.edu	SBC Sitting Bull College www.sittingbull.edu
DCB	Dakota College at Bottineau	www.dakotacollege.edu	TBC Trinity Bible College www.trinitybiblecollege.edu
DSU	Dickinson State University	www.dickinsonstate.edu	TMCC Turtle Mountain Community College www.tm.edu
LRSC	Lake Region State College	www.lrsc.edu	UTTC United Tribes Technical College www.uttc.edu
MaSU	Mayville State University	www.mayvillestate.edu	UJ University of Jamestown www.uj.edu
MiSU	Minot State University	www.minotstate.edu	UM University of Mary www.umary.edu
NDSCS	ND State College of Science	www.ndscs.edu	UND University of North Dakota www.und.edu
NDSU	ND State University	www.ndsu.edu	VCSU Valley City State University www.vcsu.edu
NHSC	Nueta Hidatsa Sahnish College	http://nhsc.edu	WSC Williston State College www.willistonstate.edu

FINANCE



Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND	ND Earnings Outlook	Occupational Traits
			Number Employed – 2020 Annual Total Openings	Annual Entry-Level Wages Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate’s Degree					
Brokerage Clerks Perform duties related to the purchase, sale or holding of securities.	Conventional Commodities Clerk; Dividend Clerk		74 6	\$44,190 \$58,280	
Credit Authorizers, Checkers, and Clerks Authorize credit charges against customers’ accounts. Investigate history and credit standing of individuals or business establishments applying for credit.	Conventional Charge Authorizer; Commercial Credit Reviewer; Credit Rating Checker		196 18	\$29,460 \$44,380	
Insurance Claims and Policy Processing Clerks Process new insurance policies, updates and modifications to existing policies, and claims forms.	Conventional Insurance Policy Issue Clerk; Underwriting Clerk		833 64	\$33,590 \$45,080	
Insurance Sales Agents Sell life, property, casualty, health, automotive, or other types of insurance. May refer clients to independent brokers, work as an independent broker, or be employed by an insurance company.	Enterprising Life Insurance Salesperson; Pension Agent		1,977 151	\$38,500 \$73,840	
Loan Interviewers and Clerks Interview loan applicants; investigate applicants’ backgrounds and verify references; and forward findings, reports, and documents to appraisal department.	Conventional Loan Processor; Mortgage Loan Closer		848 84	\$35,900 \$47,580	
Postsecondary Programs – Bachelor’s Degree or Higher					
Credit Analysts Analyze credit data and financial statements of individuals or firms to determine the degree of risk involved in extending credit or lending money.	Conventional Credit Assessment Analyst; Credit Risk Analyst		107 8	\$45,950 \$72,570	
Credit Counselors Advise and educate individuals or organizations on acquiring and managing debt. May help develop debt management plans, advise on credit issues, or provide budget, mortgage, and bankruptcy counseling.	Enterprising Debt Management Counselor; Financial Assistance Advisor		50 3	\$36,070 \$44,930	
Financial Managers Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.	Conventional Comptroller; Financial Director		1,436 114	\$86,570 \$140,740	
Loan Officers Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and payment methods.	Conventional Commercial Lender; Loan Reviewer; Real Estate Loan Officer		1,434 114	\$47,420 \$80,230	
Personal Financial Advisors Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate.	Enterprising Estate Planner; Individual Pension or Personal Investment Advisor		422 34	\$45,720 \$92,760	
Securities, Commodities, and Financial Services Sales Agents Buy and sell stocks and bonds based on customers’ orders. Give advice and furnish client with information regarding possible purchases, market conditions, and prospects.	Enterprising Investment Banker; Securities Trader		603 55	\$39,090 \$92,010	
Tax Preparers Prepare tax returns for individuals or small businesses.	Conventional Tax Advisor; Licensed Tax Consultant		248 31	\$38,720 \$64,060	

Bright Outlook – Occupation has a very high number of annual openings and/or is a fast-growing occupation in North Dakota.

High Skill – Occupation requires at least one year of post high school education or training.

Energy – Energy occupations in North Dakota.

High Wage – North Dakota average annual salary of at least \$60,164.

Military – Occupation exists in the military.

FINANCE

North Dakota Finance Related Postsecondary Programs

Pathway	Certificate or Associate's Degree	Bachelor's Degree	Master's Degree or More
Accounting	Accounting (DCB, DSU, RC, WSC) Accounting transfer (BSC) Business Administration (CCCC, UTTC) Accounting Technician (DCB, DSU, TMCC)	Accounting (DSU, MiSU, NDSU, RC, UJ, UM, UND) Business Administration (DSU, MaSU, NDSU, SBC, TBC, UTTC, UJ, UM, VCSU) Managerial Finance and Accounting (UND)	Accountancy (NDSU, UND) Business Administration (NDSU)
Banking Services	Economics transfer (BSC, DCB)	Banking and Financial Economics (UND) Financial Services and Banking (UM) Economics (NDSU, UND)	Applied Economics (UND)
Business Finance	Business Administration transfer (BSC, CCCC, DCB, LRSC, NDSCS, NHSC, SBC, TBC, UTTC) Business Finance (DCB, NDSCS) Business Management (MaSU, NDSCS, RC, WSC)	Business Administration (DSU, MaSU, NDSU, SBC, TBC, UTTC, UJ, UM, VCSU) Business Management (RC) Energy Economics and Finance (MiSU) Finance (MiSU, NDSU, RC)	Business Administration (NDSU)
Insurance	Insurance (BSC) Marketing (LRSC, RC) Marketing and Management transfer (DCB)	Marketing (MiSU, NDSU, RC, UM, UND) Marketing and Communications (TBC)	
Securities & Investments		Financial Planning and Wealth Management (UJ) Investments (UND)	

North Dakota Postsecondary Institutions Offering Finance Related Programs

BSC	Bismarck State College	www.bismarckstate.edu	NDSU	ND State University	www.ndsu.edu
CCCC	Cankdeska Cikana Community College	www.littlehoop.edu	RC	Rasmussen College	www.rasmussen.edu
DCB	Dakota College at Bottineau	www.dakotacollege.edu	TMCC	Turtle Mountain Community College	www.tm.edu
DSU	Dickinson State University	www.dickinsonstate.edu	UJ	University of Jamestown	www.uj.edu
LRSC	Lake Region State College	www.lrsc.edu	UM	University of Mary	www.umary.edu
MaSU	Mayville State University	www.mayvillestate.edu	UND	University of North Dakota	www.und.edu
MiSU	Minot State University	www.minotstateu.edu	VCSU	Valley City State University	www.vcsu.edu
NDSCS	ND State College of Science	www.ndscs.edu	WSC	Williston State College	www.willistonstate.edu



What Is It?

- ND Career Builders is a tool for business to grow their workforce in high-need areas.
- Partnership between the state and business, requiring a dollar-for-dollar private-sector match to the state funds.
- The high-need and emerging occupations list drives the program.
- Recipients qualify for **up to \$17,000**, which is funded 50% from private-sector dollars and 50% state dollars.
- Either a front-end scholarship, or back-end loan repayment, or both!

What Careers Are Included?

Accounting Careers ■ Bus & Truck Mechanics
Carpentry ■ Computer Network Support Specialists
General & Operations Manager
Nursing ■ Welding

And many more! Find the full list at:

<https://ndus.edu/career-builders/>

Scholarship

- Certificate or degree programs at the associate's level or below.
- Qualifying institutions **within ND**.
- Educational programs must relate to a high-need occupation.
- A 2.50 minimum GPA is required to qualify for the scholarship and to receive payment.
- Full time enrollment is required, based on the educational program's guidelines.
- Students sign a **Scholarship Award Agreement**, agreeing to repay scholarship dollars if the terms of the Agreement are not met.

Loan Repayment

- Newly-hired individuals into high-need occupations within ND.
- Must live in ND.
- Must currently hold a balance on a student loan and have graduated from an educational program.
- Maximum loan repayment per year is \$5,667.



Contact the ND University System (NDUS) for more information.
701-328-2906 • ndfinaid@ndus.edu

GOVERNMENT & PUBLIC ADMINISTRATION



Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND	ND Earnings Outlook	Occupational Traits
			Number Employed – 2020 Annual Total Openings	Annual Entry-Level Wages Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate's Degree					
Eligibility Interviewers, Government Programs Determine eligibility of persons applying to receive assistance from government programs and agency resources, such as welfare, unemployment benefits, social security, and public housing.	Social Unemployment Benefits Claims Taker		289 28	\$38,200 \$46,410	
Title Examiners, Abstractors, and Searchers Search real estate records, examine titles, or summarize pertinent legal or insurance documents or details for a variety of purposes.	Conventional Escrow Officer; Lien Searcher; Title Officer		541 41	\$30,970 \$53,940	
Postsecondary Programs – Bachelor's Degree or Higher					
Emergency Management Directors Plan and direct disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures.	Social Disaster Response Director		43 4	\$56,030 \$74,930	
Financial Examiners Enforce or ensure compliance with laws and regulations governing financial and securities institutions and financial and real estate transactions. May examine, verify, or authenticate records.	Enterprising Bank Examiner		229 16	\$48,580 \$77,380	
Tax Examiners and Collectors, and Revenue Agents Determine tax liability or collect taxes from individuals or business firms according to prescribed laws and regulations.	Conventional Internal Revenue Service Agent		77 6	\$41,830 \$68,440	

North Dakota Government & Public Administration Related Postsecondary Programs

Pathway	Certificate or Associate's Degree	Bachelor's Degree	Master's Degree or More
Foreign Service	American Sign Language and Interpreting Studies (LRSC) Foreign Language transfer (BSC)	Chinese Studies (UND) Foreign Language (MiSU) French (NDSU, UJ, UND) German (UJ, UND) International Studies (UND) Modern Languages (NDSU) Norwegian (UND) Spanish (DSU, NDSU, UJ, UM, UND)	
Governance	Dakota Studies (CCCC) History transfer (BSC, DCB) Native American Studies (SBC) Political Science transfer (BSC)	American Indian Studies (UND) History (DSU, MiSU, NDSU, UJ, UM, UND, VCSU) Native American Studies (NHSC, SBC) Political Science (DSU, NDSU, UJ, UND) Politics (UM) Public Affairs (UND) Public History (NDSU)	History (NDSU, UND) Public Administration (UM, UND) Public Health (NDSU, UND)
National Security	Cybersecurity and Computer Networks (BSC) Military Science (BSC)	Cybersecurity and Information Technology (BSC) Military Science/ROTC (NDSU, UND) Unmanned Aircraft System Operations (UND)	Unmanned Aerial Systems Engineering (UND)
Planning	Economics transfer (BSC, DCB)	Behavioral Statistics (NDSU) Economics (NDSU, UND) Energy Economics and Finance (MiSU)	Community Development (NDSU) Transportation and Urban Systems (NDSU)
Public Management & Administration	Cybersecurity and Information Technology (BSC) Emergency Management transfer (NDSUS) Land Management (DCB)	Cybersecurity (RC) Cybersecurity and Information Technology (BSC) Emergency Management (NDSU) Public Health Education (UND) Strategic Communication (NDSU)	Emergency Management (NDSU)
Regulation		Public History (NDSU)	
Revenue & Taxation	Accounting Technology (DCB, DSU, TMCC) Accounting transfer (BSC, DCB, RC, TMCC)	Accounting (DSU, MiSU, NDSU, RC, UJ, UM, UND)	Accountancy (NDSU)

North Dakota Postsecondary Institutions Offering Government & Public Administration Related Programs

BSC Bismarck State College	www.bismarckstate.edu	RC Rasmussen College	www.rasmussen.edu
CCCC Cankdeska Cikana Community College	www.littlehoop.edu	SBC Sitting Bull College	www.sittingbull.edu
DCB Dakota College at Bottineau	www.dakotacollege.edu	TMCC Turtle Mountain Community College	www.tm.edu
DSU Dickinson State University	www.dickinsonstate.edu	UJ University of Jamestown	www.uj.edu
LRSC Lake Region State College	www.lrsc.edu	UM University of Mary	www.umary.edu
MiSU Minot State University	www.minotstate.edu	UND University of North Dakota	www.und.edu
NDSU ND State University	www.ndsu.edu	VCSU Valley City State University	www.vcsu.edu
NHSC Nueta Hidatsa Sahnish College	http://nhsc.edu	WSC Williston State College	www.willistonstate.edu
NDSCS ND State College of Science	www.ndscs.edu		



HEALTH SCIENCE

Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND		ND Earnings Outlook		Occupational Traits
			Number Employed – 2020	Annual Total Openings	Annual Entry-Level Wages	Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate's Degree							
Dental Assistants Dental equipment prep/sterilization, patient prep, assisting the dentist, schedule appointments, maintain medical records, billing, and coding information for insurance.	Social Certified Dental Assistant; Orthodontic Assistant		736 78		\$37,970 \$47,390		
Dental Hygienists Clean teeth, examine patients for signs of oral diseases such as gingivitis, and provide other preventative dental care. They also educate patients on ways to improve and maintain good oral health.	Social Oral Hygienist, Dental Assistant		555 37		\$64,590 \$75,160		
Diagnostic Medical Sonographers Produce ultrasonic recordings of internal organs for use by physicians.	Investigative Ultrasound Technologist		264 16		\$59,640 \$72,500		
Dietetic Technicians Assist in the provision of food service and nutritional programs, under the supervision of a dietitian.	Social Dietary Technician; Registered Diet Technician		135 10		\$28,160 \$32,680		
Emergency Medical Technicians and Paramedics Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.	Social Flight Paramedic		873 56		\$22,060 \$37,900		
Health Information Technologists and Medical Registrars Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system.	Conventional Health Information Coder; Medical Records Specialist		136 7		\$32,370 \$56,300		
Home Health and Personal Aides Provide routine individualized healthcare at the patient's home or in a care facility.	Social Home Health Attendant; Home Hospice Aide		6,531 854		\$27,360 \$34,020		
Licensed Practical and Licensed Vocational Nurses Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, etc.	Social LPN; LVN; Pediatric Licensed Practical Nurse		2,594 197		\$41,380 \$48,060		
Medical Assistants Administrative/clinical duties, schedule appointments, maintain medical records, billing/coding for insurance, take/record vital signs, medical history, prep patients for exam, draw blood, and administering medications.	Social Chiropractic Assistant; Morgue Attendant		404 49		\$31,630 \$38,380		
Nursing Assistants Provide or assist with basic care or support of patients in a health or nursing facility under the direction of onsite licensed nursing staff.	Social Certified Nurse Aide; Certified Nursing Assistant; Nursing Care Attendant		8,331 880		\$29,220 \$35,510		
Occupational Therapy Assistants Assist occupational therapists. May assist in development of treatment plans, carry out routine functions, direct activity programs, and document treatment progress.	Social Certified Occupational Therapy Assistant; Licensed Occupational Therapy Assistant		131 15		\$44,010 \$56,190		
Ophthalmic Medical Technicians Assist ophthalmologists by performing ophthalmic clinical functions. May administer eye exams, administer eye medications, and instruct the patient in care and use of corrective lenses.	Conventional Ocular Care Technologist		293 26		\$31,710 \$39,150		
Pharmacy Technicians Assist licensed pharmacists dispense prescription medication to customers or health professionals.	Conventional Pharmacist; Pharmacy Assistant		872 71		\$34,220 \$41,390		
Phlebotomists Draw blood for tests, transfusions, donations, or research. May explain the procedure to patients and assist in the recovery of patients with adverse reactions.	Conventional Phlebotomy Technician; Venipuncturist		432 48		\$28,440 \$36,560		
Physical Therapist Assistants Assist physical therapists, may assist in the development of treatment plans, carry out routine functions, document the progress of treatment, and modify specific treatments.	Social Licensed Physical Therapist Assistant; Physiotherapy Assistant		132 17		\$32,170 \$47,740		

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High Wage – North Dakota average annual salary of at least \$60,164.

Military – Occupation exists in the military.

HEALTH SCIENCE

Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND	ND Earnings Outlook	Occupational Traits
			Number Employed – 2020 Annual Total Openings	Annual Entry-Level Wages Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate’s Degree					
Radiologic Technologists and Technicians Take X-rays and CAT scans or administer non-radioactive materials into patient’s blood stream for diagnostic purposes. May also operate computed topography or magnetic resonance.	Realistic Computed Tomography (CT) Scanner Operator; X-ray Technician		838 47	\$42,720 \$56,250	
Registered Nurses Assess patient health problems and needs, develop and implement nursing care plans and maintain medical records. Administer nursing care to ill, injured, or disabled patients.	Social Coronary Care Unit Nurse; Psychiatric Nurse		10,320 587	\$55,010 \$69,630	
Respiratory Therapists Assess, treat, and care for patients with breathing disorders. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment.	Social Inhalation Therapist; Oxygen Therapist; Registered Respiratory Therapist		375 26	\$51,590 \$62,850	
Surgical Technologists Assist in operations, under supervision of surgeons, registered nurses or other surgical personnel.	Realistic Operating Room (OR) Tech; Surgical Scrub Technologist		267 22	\$41,030 \$50,760	
Postsecondary Programs – Bachelor’s Degree or Higher					
Athletic Trainers Evaluate and advise individuals to assist recovery from or avoid athletic-related injuries or illnesses, or maintain peak physical fitness. May provide first aid or emergency care.	Social Fitness Trainer		149 9	\$40,600 \$49,090	
Clinical Laboratory Technologists and Technicians Perform routine or complex medical laboratory tests for diagnosis, treatment, and prevention of disease. Medical and Clinical Laboratory Technologists may train or supervise staff.	Investigative Blood Bank Lab or Cytogenetic Technologist; Histology, Pathology, Serology Technician		1,220 74	\$37,320 \$53,190	
Dentists Diagnose and treat problems with a patient’s teeth, gums, and related parts of the mouth. Provide advice and instruction on taking care of teeth and gums and diet choices that affect oral health.	Investigative Maxillofacial Surgeon, Dental Hygienist		216 6	\$120,480 \$203,890	
Dietitians and Nutritionists Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease.	Investigative Clinical Dietitian, Public Health Nutritionist		259 17	\$43,530 \$59,680	
Healthcare Social Workers Provide individuals, families, and groups with the psychosocial support needed to cope, advise family care givers, provide patient education and counseling, and make referrals for other services.	Social Hospice Social Worker; Oncology Social Worker; Public Health Social Worker		424 40	\$42,860 \$56,100	
Medical and Health Services Managers Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.	Enterprising Clinic Director; Hospital or Medical Records Administrator; Mental Health Program Manager		822 80	\$75,940 \$126,560	
Nurse Anesthetists Administer anesthesia, monitor patient’s vital signs, and oversee patient recovery from anesthesia for anesthesiologists, surgeons, other physicians, or dentists.	Investigative Certified Registered Nurse Anesthetist (CRNA)		230 8	\$173,580 \$192,050	
Nurse Practitioners Diagnose and treat acute, episodic, or chronic illness. May order, perform, or interpret diagnostic tests such as lab work and x-rays or prescribe medication.	Social Cardiology Nurse, Family Practice Nurse, or Gerontology Nurse Practitioner		520 54	\$87,950 \$111,070	
Occupational Therapists Assess, plan, organize and participate in rehabilitative programs that help restore vocational, homemaking and daily living skills, as well as general independence, to disabled persons.	Social Physical Therapists		479 33	\$55,560 \$73,280	
Optometrists Examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses, and provide treatment.	Investigative Ophthalmologist, Optician		131 5	\$103,030 \$172,430	



Bright Outlook – Occupation has a very high number of annual openings and/or is a fast-growing occupation in North Dakota.



High Skill – Occupation requires at least one year of post high school education or training.



Energy – Energy occupations in North Dakota.



High Wage – North Dakota average annual salary of at least \$60,164.



Military – Occupation exists in the military.

HEALTH SCIENCE

Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND	ND Earnings Outlook	Occupational Traits
			Number Employed – 2020 Annual Total Openings	Annual Entry-Level Wages Annual Average Wages	
Pharmacists Dispense drugs prescribed by physicians and other health practitioners, provide information to patients about medications use, advise on selection, dosage, interactions, and side effects of medications.	Investigative Apothecary; Hospital Pharmacist		1,196 45	\$48,460 \$103,440	
Physical Therapists Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength and decrease or prevent deformity of patients suffering from disease or injury.	Social Geriatric Physical Therapist; Physiotherapist		665 34	\$71,020 \$84,880	
Physician Assistants Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment and counsel patients.	Social Physician Assistant; Nurse Practitioner		245 20	\$94,910 \$119,270	
Rehabilitation Counselors Counsel individuals to maximize the independence and employability of persons coping with life stresses and emotional difficulties.	Social Veterans Rehabilitation Counselor		177 16	\$38,790 \$50,690	
Speech-Language Pathologists Assess and treat persons with speech, language, voice, and fluency disorders.	Social Public School Speech Therapist; Speech Clinician		543 41	\$49,420 \$67,790	

North Dakota Health Science Related Postsecondary Programs

Pathway	Certificate or Associate's Degree	Bachelor's Degree	Master's Degree or More
Biotechnology Research & Development	Biotechnology transfer (NDSCS)	Bioinformatics (MiSU) Biotechnology (NDSU)	Bioethics (UM) Biomedical Sciences (UND) Genomics and Bioinformatics (NDSU)
Diagnostic Services	Clinical Laboratory Science transfer (NDSCS) EMT-Paramedic Technology (BSC, DCB, NDSCS) Medical Assistant (DCB, RC) Medical Laboratory Science/Technician (BSC, RC, TMCC) Phlebotomy Technician (BSC, TMCC) Speech Language Pathology Assistant (LRSC, WSC)	Communication Sciences & Disorders (MiSU, UM, UND) Medical Lab Science (MaSU, MiSU, NDSU, UJ, UM, UND, VCSU) Radiologic Science/Technology (MiSU, NDSU, UM)	Medical Lab Science (UND)
Health Informatics	Community Health (SBC) Health Information Technician/Management (DCB, NDSCS, RC) Medical Administrative Asst. (BSC, DCB, RC) Medical Coding/Billing (DCB, NDSCS, RC)	Forensic Science (UND) Health Science (MaSU) Health Information Management (RC) Forensic Science (UND) Human Nutrition (UND)	Health Care Administration (RC, UM) Public Health (NDSU, UND)
Support Services	Caregiver Services (DCB) Health/Fitness Personal Trainer Technician (LRSC, TMCC) Patient Access Specialist (TMCC) Pharmacy Technician (NDSCS, RC) Physical Therapist Assistant (RC) Radiologic Technology (RC)	Biomechanics (UM) Fitness and Wellness (MaSU) Exercise Science (DSU, NDSU, TBC, UJ, UM) Exercise Science and Sport Management (VCSU) Kinesiology (UND) Sport Management (MaSU, NDSU, UM)	Clinical Exercise Physiology (UM) Kinesiology (UM, UND) Kinesiology & Public Health Education (UND)
Therapeutic Services	Dental Assisting or Dental Hygiene (NDSCS) Diagnostic Medical Sonography (DCB) Health/Medical Assistant (BJCC, DCB) Massage Therapy (JSHD, TSPA, WSC) Nursing (BSC, CCCC, DCB, LRSC, NDSCS, SBC, WSC) Occupational Therapy Assistant (NDSCS) Practical Nursing (BSC, DCB, DSU, LRSC, NDSCS, SBC, WSC) Pre-Professional transfer (BSC, DCB, NDSCS, WSC) Surgical Technology (BSC, RC)	Addiction Studies (MiSU) Athletic Training (UND) Corporate Fitness and Wellness Mgmt. (MiSU) Dietetics (NDSU, UND) Nursing (DSU, MaSU, MiSU, NDSU, RC, UJ, UM, UND) Pharmacy (NDSU) Pre-Professional programs (MaSU, MiSU, NDSU, UJ, UM, UND) Rehabilitation and Human Services (UND) Respiratory Care/Therapy (NDSU, UM)	Athletic Training (UM) Dietetics (NDSU, UND) Family Nurse Practitioner (UND) Health, Nutrition and Exercise Science (NDSU) Medicine (UND) Nursing (RC, UM, UND) Occupational Therapy (UND) Pharmaceutical Sciences (NDSU) Physical Therapy (UJ, UND) Physician Assistant Studies (UND) Respiratory Therapy (UM)

North Dakota Postsecondary Institutions Offering Health Science Related Programs

BSC Bismarck State College	www.bismarckstate.edu	NDSU ND State University	www.ndsu.edu
BJCC Burdick Job Corps Center	http://quentinnburdick.jobcorps.gov	RC Rasmussen College	www.rasmussen.edu
CCCC Cankdeska Cikana Community College	www.littlehoop.edu	SBC Sitting Bull College	www.sittingbull.edu
DCB Dakota College at Bottineau	www.dakotacollege.edu	TBC Trinity Bible College	www.trinitybiblecollege.edu
DSU Dickinson State University	www.dickinsonstate.edu	TMCC Turtle Mountain Community College	www.tm.edu
JSHD Josef's School of Hair Design	josefsschoolofhairdesign.com	UTTC United Tribes Technical College	www.uttc.edu
LRSC Lake Region State College	www.lrsc.edu	UJ University of Jamestown	www.uj.edu
MaSU Mayville State University	www.mayvillestate.edu	UM University of Mary	www.umary.edu
MiSU Minot State University	www.minotstate.edu	UND University of North Dakota	www.und.edu
NDSCS ND State College of Science	www.ndscs.edu	VCSU Valley City State University	www.vcsu.edu
		WSC Williston State College	www.willistonstate.edu

CASEY RIEGER



Five Behind-the-Scenes Secrets of a Paramedic

1. All medical fields are in major need of workers. Emergency Medical Services (EMS) is no different. Paramedics are needed everywhere! And they aren't just ambulance drivers, they are highly skilled EMS personnel who take care of people who might be having the worst day of their life. Casey said:

 - ▶ "It is hard to know if a person could handle the emotional stress of it all... go for it and do a ride along and take the risk. It was the best decision I ever made, and it completely changed my future."
2. Training is relatively short, but intense. Casey stated, "If you plan on going far in the medical field, EMS is a great start in that direction. If things do not work out, you would have a solid career waiting for you." Casey shared:

 - ▶ Most paramedics end up furthering their education eventually, but until you are ready for that, you are making good money and learning hands-on skills that will make furthering your education easier.
 - ▶ Work while going to high school. He said it definitely gave him a more mature mindset going into college.
3. Start early and make high school experiences count. Casey participated in FFA and FBLA in junior high and high school. Casey said, "I think FBLA helped me immensely! It taught me that I was a competitive person and I personally think it showed me how to act in a professional setting." His advice:

 - ▶ Take as many science classes as possible, and if not available at your school, find a way to take the classes.
- ▶ Start your EMS experience in high school. You can take the Emergency Medical Responder (EMR) course where you learn CPR and basic first aid. Casey took this class with no intentions of doing EMS, instead he was hoping for a scholarship the local ambulance service was giving out.
4. Make connections. Casey said, "For me, the connections I have made in college and trainings held throughout the state have helped me more than anything else, and without those connections, I would not have the jobs I have now which are preparing me to move forward!"

 - ▶ Participate in job shadows, internships, and apprenticeships when possible. A job shadowing experience was the turning point for Casey in deciding what he was doing was not for him, which led him to EMS.
5. You might also have to put out fires, literally! Casey works for two separate services, and both are quite different but complement each other.

 - ▶ As the on-call paramedic and lead provider for 911 calls at CAS, Inc. in Beach, N.D., working 60 hours a week
 - ▶ Williston Fire Department working 48-hour shifts where between 8 a.m. and 5 p.m. they must be doing some type of training, studying, or working out. Casey is currently working on Firefighter 1 & 2 certification to be a Paramedic/Firefighter.





HOSPITALITY & TOURISM

Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND		ND Earnings Outlook		Occupational Traits
			Number Employed – 2020	Annual Total Openings	Annual Entry-Level Wages	Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate's Degree							
Amusement and Recreation Attendants Perform variety of attending duties at amusement or recreation facility.	Enterprising Arcade Attendant; Golf Caddy; Ski Lift Operator		1,470 342		\$18,040 \$24,800		
Bakers Mix and bake ingredients to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.	Realistic Bagel Maker; Pastry Finisher		767 90		\$26,180 \$34,340		
Bartenders Mix and serve drinks to patrons, directly or through waitstaff.	Enterprising Barkeep; Mixologist; Taproom Attendant		3,320 704		\$17,900 \$23,900		
Chefs and Head Cooks Direct and may participate in the preparation, seasoning, and cooking, plan/price menu items, order supplies, and keep records and accounts.	Enterprising Executive Chef; Pastry Chef; Sous Chef		118 14		\$45,990 \$53,520		
Cooks, Institution and Cafeteria Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias.	Realistic Camp Cook; Galley Cook; Mess Cook; School Cook		1,810 250		\$27,130 \$32,790		
Cooks, Restaurant Prepare, season, and cook dishes such as soups, meats, vegetables, or desserts in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.	Realistic Banquet Cook; Line Cook; Saucier		3,057 520		\$23,270 \$30,030		
Dining Room and Cafeteria Attendants and Bartender Helpers Facilitate food service. Clean tables; set tables; replenish supply of clean linens, silverware, glassware, and dishes; supply service bar with food; and serve items to patrons.	Social Bar Back; Busser; Lunchroom Attendant		820 180		\$18,000 \$23,210		
Fast Food and Counter Workers Perform duties such as taking orders and serving food and beverages. Serve customers at counter or from a steam table. May take payment and prepare food and beverages.	Realistic Barista; Cafeteria Server; Ice Cream Server; Mess Attendant; Snack Bar Attendant		11,000 2,061		\$21,370 \$26,400		
First-Line Supervisors of Food Preparation and Serving Workers Directly supervise and coordinate activities of workers engaged in preparing and serving food.	Enterprising Banquet Supervisor; Bar Manager; Kitchen Supervisor		2,373 361		\$30,030 \$40,750		
First-Line Supervisors of Housekeeping and Janitorial Workers Directly supervise and coordinate work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.	Enterprising Building Cleaning Supervisor; Cleaning Staff Supervisor; Custodial Supervisor		340 71		\$35,430 \$48,980		
First-Line Supervisors of Personal Service and Entertainment and Recreation Workers, Except Gambling Services Directly supervise and coordinate work activities of personal service and entertainment and recreation workers.	Enterprising N/A		730 86		\$30,940 \$43,720		
Food Preparation Workers Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.	Realistic Fruit and Vegetable Parer; Salad Maker; Sandwich Maker		1,559 257		\$20,830 \$26,090		
Food Servers, Nonrestaurant Serve food to individuals outside of a restaurant environment, such as in hotel rooms, hospital rooms, residential care facilities, or cars.	Social Boat Hop; Hospital Food Service Worker; Room Service Food Server		1,270 195		\$24,210 \$29,340		
Food Service Managers Plan, direct, or coordinate activities of an organization or department that serves food and beverages.	Enterprising Banquet Director; Food Service Director		799 90		\$42,940 \$55,040		
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop Welcome patrons, seat them at table or in lounge, and help ensure quality of facilities and service.	Enterprising Dining Room Host, Maitre D'		614 146		\$18,910 \$24,110		
Hotel, Motel, and Resort Desk Clerks Accommodate hotel, motel, and resort patrons by assigning rooms to guests, keeping records of guests' accounts, making reservations, and collecting payments.	Conventional Hotel Front Desk Clerk; Hotel Registration Clerk		1,314 250		\$22,250 \$27,250		

Bright Outlook – Occupation has a very high number of annual openings and/or is a fast-growing occupation in North Dakota.







High Skill – Occupation requires at least one year of post high school education or training.

Energy – Energy occupations in North Dakota.

High Wage – North Dakota average annual salary of at least \$60,164.

Military – Occupation exists in the military.

HOSPITALITY & TOURISM

Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND	ND Earnings Outlook	Occupational Traits
			Number Employed – 2020 Annual Total Openings	Annual Entry-Level Wages Annual Average Wages	
Janitors and Cleaners, Except Maids and Housekeeping Cleaners Keep buildings in clean and orderly condition. Perform heavy cleaning duties, tending furnace and boiler, performing routine maintenance activities, and notifying management of need for repairs, and snow removal.	Realistic Industrial Plant Custodian; School Custodian; Window Washer		6,560 863	\$25,540 \$32,740	
Lifeguards, Ski Patrol and Other Recreational Protective Workers Monitor recreational areas, such as pools, beaches, or ski slopes to provide assistance and protection to participants.	Realistic Beach Lifeguard; Outdoor Emergency Care Technician		409 101	\$17,950 \$24,170	
Maids and Housekeeping Cleaners Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels and hospitals, in a clean and orderly manner.	Realistic Chambermaid; House Cleaner; Housekeeping Staff		5,142 719	\$22,330 \$28,170	
Recreation Workers Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, based on interests of individuals or groups.	Social Activities Aide; Camp Counselor; Playground Worker		667 106	\$26,930 \$35,260	
Waiters and Waitresses Take orders and serve food and beverages to patrons at tables in dining establishment.	Social Flight Attendants, Hosts and Hostesses		5,249 1,018	\$17,860 \$26,110	
Postsecondary Programs – Bachelor's Degree or Higher					
Meeting, Convention, and Event Planners Coordinate activities of staff, convention personnel, or clients to make arrangements for group meetings, events, or conventions.	Enterprising Conference Planner; Wedding Planner		200 20	\$28,040 \$44,820	

North Dakota Hospitality and Tourism Related Postsecondary Programs

Pathway	Certificate or Associate's Degree	Bachelor's Degree	Master's Degree or More
Lodging	Advertising & Marketing (DCB) Management (BSC, NDSCS) Management Entrepreneurship (BSC) Marketing/Management (DCB, LRSC, RC)	Hospitality & Tourism Management (NDSU)	
Recreation, Amusements & Attractions	Advertising & Marketing (DCB) Management (BSC) Entrepreneurship (NHSC) Marketing/Management (DCB, LRSC, RC) Recreation Management (DCB, WSC) Theatre Arts transfer (BSC)	Apparel, Retail Merchandising and Design (NDSU) Sports Management (MaSU, NDSU) Sports & Leisure Management (UM) Theatre Arts (DSU, NDSU, UND)	Merchandising (NDSU)
Restaurant & Food/ Beverage Services	Chef Training and Management Technology (NDSCS) Culinary Arts/ Food Service (BJCC, NDSCS, UTTC) Entrepreneurship (NHSC) Restaurant Management (NDSCS)	Dietetics (NDSU, UND) Hospitality & Tourism Management (NDSU)	Dietetics (NDSU) Food Safety (NDSU) Nutrition (UND)
Travel & Tourism	Advertising & Marketing (DCB) Entrepreneurship (NHSC) Management (BSC) Management Entrepreneurship (BSC) Marketing/Management (DCB, LRSC, RC) Marketing, Sales and Hospitality Services (NDSCS) Reception Services (DCB)	Chinese Studies (UND) Foreign Language (MiSU) French (NDSU, UJ, UND) German (UJ, UND) Intercultural Studies (TBC) International Studies (UND) Interpreting Sign Language Studies (MiSU) Marketing (MiSU, NDSU, RC, UM) Modern Languages (NDSU) Native American Studies (NHSC) Norwegian (UND) Spanish (NDSU, UJ, UM, UND) Strategic Communication (NDSU)	Human Resources Management (RC)

North Dakota Postsecondary Institutions Offering Hospitality & Tourism Related Programs

BSC	Bismarck State College	www.bismarckstate.edu	NDSU	ND State University	www.ndsu.edu
BJCC	Burdick Job Corps Center	http://quentinburdick.jobcorps.gov	NHSC	Nueta Hidatsa Sahnish College	http://nhsc.edu
DCB	Dakota College at Bottineau	www.dakotacollege.edu	RC	Rasmussen College	www.rasmussen.edu
DSU	Dickinson State University	www.dickinsonstate.edu	TBC	Trinity Bible College	www.trinitybiblecollege.edu
LRSC	Lake Region State College	www.lrsc.edu	UTTC	United Tribes Technical College	www.uttc.edu
MaSU	Mayville State University	www.mayvillestate.edu	UJ	University of Jamestown	www.uj.edu
MiSU	Minot State University	www.minotstate.edu	UM	University of Mary	www.umary.edu
NDSCS	ND State College of Science	www.ndscs.edu	UND	University of North Dakota	www.und.edu

LORREN BELAKJON



By **Ilanora Peterson**
May-Port CG High School
ND FBLA Region IV Vice President



Passion – The Key to Successful Entrepreneurship

Lorren Belakjon, is a self-employed massage therapist and owner of RenZen Massage and Recovery in Williston, N.D. Her focus is providing services such as relaxing massage, deep tissue sports massage, and CryoSauna treatments (see photo). Lorren has a loyal clientele as she is often booked two to three months in advance. The variety of services she can offer her clients is a testament to her entrepreneurial spirit.

After Lorren graduated from high school, she stayed the course regarding her passion for massage therapy. Growing up in a farming community, opportunities to participate in work-based learning experiences related to her chosen career were limited. But after one massage appointment, Loren knew what she wanted to do. “My first massage was when I was 20 years old, and after feeling so good after that session, I knew I wanted to be a massage therapist.”

If Lorren could’ve done anything different in high school to prepare her for the future, she said a few things came to mind.

- ▶ Paid more attention to her science classes.
- ▶ Wished she’d known she could have taken college courses.
- ▶ Practiced better time management in high school.

She also shared the following advice for high school students, “If you are not sure of what you want to do in life right after high school, that’s ok. Take as many college general classes your junior/senior year (of high school), so you’re a little farther ahead when you do narrow down what you want to do/be when you’re a little older.”

Once Lorren discovered her passion for massage therapy, she went on to

complete her degree at Williston State College. She credited her college professors for providing the phenomenal teaching and mentorship that prepared her for employment – specifically kinesiology classes and applying that knowledge to preferred techniques with her own clients. Her best post-graduate experiences are networking with other professionals in her field and learning under Erik Dalton for Myoskeletal Alignment Techniques in Oklahoma City.

As a business owner and entrepreneur who recognizes that strong communication skills and a strong work ethic are essential to be successful, Lorren shared the following guidance:

- ▶ Having well-rounded work skills is important for any business.
- ▶ Go above and beyond, and don’t skate by on the bare minimum.
- ▶ Have a marketing mindset and a solid game plan of how you want your business operated, and then have some grace for a little wiggle room.
- ▶ Stay true to yourself and never stop learning, as this will help you stand out more.

Lorren’s advice, “If you are passionate about something, then go all in. Doing what drives your passion will make life easier as then it’s not a J.O.B., it’s a career and a joy to go into your office.”

CryoSauna is an intense cold therapy machine, that helps with whole body inflammation. It uses extreme cold temperatures to trigger the body’s natural recovery process. There are many benefits which include: arthritis flare-ups, workout recovery, diet aide, skin conditions, and mental clarity.



Check out the survey on page 46 to see if entrepreneurship is for you!

HUMAN SERVICES



Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND		ND Earnings Outlook		Occupational Traits
			Number Employed – 2020	Annual Total Openings	Annual Entry-Level Wages	Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate’s Degree							
Community Health Workers Conduct outreach for medical personnel or health organizations to implement programs in the community that promote, maintain, and improve individual and community health.	Social Lay Health Advocate; Peer Health Promoter		193		\$36,060		
			19		\$55,590		
Hairdressers, Hairstylists, and Cosmetologists Provide beauty services, such as shampooing, cutting, coloring, and styling hair, massaging and treating scalp, application of makeup, dress wigs, hair removal, and provide nail/skin care services.	Artistic Beautician; Wig Stylist		1,872		\$18,350		
			198		\$29,860		
Massage Therapists Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans.	Social Deep Tissue Massage Therapist; Swedish Masseuse		342		\$22,360		
			39		\$42,890		
Morticians, Undertakers, and Funeral Arrangers Perform tasks to arrange funeral services, such as transportation of body to mortuary, interviewing family or authorized person to arrange details, and provide transportation for mourners.	Social Certified Mortician; Funeral Arranger		123		\$39,860		
			15		\$59,480		
Residential Advisors Coordinate activities in residential facilities in secondary and college dormitories, group homes, or similar establishments.	Social Dormitory Counselor; House Parent; Residence Life Coordinator		976		\$27,840		
			140		\$35,840		
Skincare Specialists Provide skincare treatments to face and body to enhance an individual’s appearance. Includes electrologists and laser hair removal specialists.	Enterprising Facialist; Medical Esthetician		253		\$24,850		
			30		\$37,590		
Social and Human Service Assistants Assist clients in identifying and obtaining available benefits, social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems.	Conventional Case Work Aide; Family Service Assistant; Human Services Worker		1,438		\$33,310		
			163		\$48,020		
Postsecondary Programs – Bachelor’s Degree or Higher							
Child, Family, and School Social Workers Help improve the social and psychological functioning of children and their families, assist parents, arrange adoptions, find foster homes, and address concerns such as teenage pregnancy, misbehavior, and truancy.	Social Certified Social Worker; Child Abuse Worker; Foster Care worker		773		\$43,690		
			72		\$58,300		
Clergy Conduct religious worship and perform other spiritual functions associated with beliefs and practices of religious faith or denomination.	Social Imam; Priest; Rabbi		1,271		\$40,560		
			120		\$55,310		
Clinical, Counseling, and School Psychologists Diagnose and treat mental disorders; learning disabilities; and cognitive, behavioral, and emotional problems, using individual, child, family, and group therapies.	Investigative Child Psychologist; School Psychologist		277		\$53,360		
			18		\$93,250		
Marriage and Family Therapists Diagnose and treat mental and emotional disorders, whether cognitive, affective, or behavioral, within the context of marriage and family systems.	Social Child and Family Counselor; Marriage Counselor		123		\$40,290		
			133		\$47,030		
Mental Health and Substance Abuse Social Workers Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs.	Social Community Mental Health, Drug Abuse, or Psychiatric Social Worker		256		\$39,550		
			24		\$51,700		
Social and Community Service Managers Plan, direct, or coordinate the activities of a social service program or community outreach organization.	Enterprising Child Welfare Director; Family Service Center Director; Youth Program Director		478		\$52,660		
			39		\$74,780		
Substance Abuse, Behavioral Disorder, and Mental Health Counselors Counsel and advise individuals, families, or groups with substance abuse problems, behavioral disorders, or a broad range of mental health issues in order to promote optimum mental and emotional health.	Social Addiction, Alcohol and Drug or Chemical Dependency Counselor; Licensed Clinical Mental Health (LCMHC) or Licensed Mental Health Counselor (LMHC)		680		\$38,540		
			73		\$56,280		

Bright Outlook – Occupation has a very high number of annual openings and/or is a fast-growing occupation in North Dakota.

High Skill – Occupation requires at least one year of post high school education or training.

Energy – Energy occupations in North Dakota.

High Wage – North Dakota average annual salary of at least \$60,164.

Military – Occupation exists in the military.

HUMAN SERVICES

North Dakota Human Services Related Postsecondary Programs

Pathway	Certificate or Associate's Degree	Bachelor's Degree	Master's Degree or More
Consumer Services	Business transfer (NDSCS) Business Administration transfer (BSC, CCCC, DCB, NDSCS, NHSC, SBC, TBC, TMCC, UTTC) Business Management (MaSU, RC)	Business Administration (DSU, MaSU, NDSU, SBC, TBC, UTTC, UJ, UM, VCSU) Management (MiSU, NDSU)	Business Administration (NDSU)
Counseling & Mental Health Services	Psychology transfer (BSC, DCB, NDSCS)	Addiction Studies (MiSU) Applied Psychology (MaSU) Psychology (DSU, MiSU, NDSU, UJ, UM, UND, VCSU)	Clinical Counseling (UJ) Counseling (NDSU, UM, UND) Counseling Psychology (UND) Forensic Psychology (UND) Clinical Psychology (UND)
Early Childhood Development & Services	Child Development Associate (DCB) Early Childhood (LRSC, NHSC, MaSU) Early Childhood Education transfer (BSC, CCCC, DCB, NDSCS, NHSC, SBC, RC)	Early Childhood (MaSU, MiSU) Early Childhood Education (MaSU, MiSU, RC, SBC, UM, UND) Human Development & Family Science (NDSU)	Early Childhood Education (UND) Human Development & Family Science (NDSU)
Family & Community Services	Biblical Studies (TBC) Caregiver Services (DCB) Community Health Worker (SBC) Human Services/Eligibility Worker (BSC, SBC) Human Services and Social Services (UTTC) Human Services transfer (DCB, RC) Religion transfer (BSC) Social Work transfer (BSC, CCCC, NDSCS, NHSC)	Biblical Studies (TBC) Catholic Studies (UM) Human Development & Family Science (NDSU) Human Resources and Organizational Leadership (RC) Human Resource Management (UND) Human Services (MiSU, RC, VCSU) Pastoral Ministry (TBC) Rehabilitation and Human Services (UND) Religious/Theology/Biblical Studies (UJ, UM, TBC) Social Work (MiSU, SBC, UM, UND) Worship/Youth/Children's Ministry (TBC)	Global Theology (TBC) Human Development & Family Science (NDSU) Human Resources Management (RC) Missionary Leadership (TBC) Public Health (NDSU, UND) Rural Ministries (TBC) Social Work (UND)
Personal Care Services	Barbering (MBC, SCBC) Cosmetology (JSHD, THA, TSPA) Esthetician/Skin Care (JSHD, THA, TSPA) Fitness Trainer Technician (LRSC) Massage Therapy (JSHD, TSPA, WSC) Nail Technology (JSHD, THA, TSPA)	Athletic/Fitness Training (UM, UND) Coaching and Sport Studies (UM) Corporate Fitness and Wellness Management (MiSU) Exercise Science (DSU, NDSU, TBC, UJ, UM) Fitness and Wellness (MaSU) Sport Management (MaSU, NDSU)	Advanced Athletic Training (NDSU) Clinical Exercise Physiology (UM) Exercise Science and Nutrition (NDSU)

North Dakota Postsecondary Institutions Offering Human Services Related Programs

BSC	Bismarck State College	www.bismarckstate.edu	RC	Rasmussen College	www.rasmussen.edu
CCCC	Cankdeska Cikana Community College	www.littlehoop.edu	SBC	Sitting Bull College	www.sittingbull.edu
DCB	Dakota College at Bottineau	www.dakotacollege.edu	SCBC	Skill Cutz Barber College	www.skillcutzcollege.com
DSU	Dickinson State University	www.dickinsonstate.edu	THA	The Hair Academy	www.thehairacademynd.com
JSHD	Josef's School of Hair Design	josefsschoolofhairdesign.com	TSPA	The Salon Professional Academy	www.tspafargo.com
LRSC	Lake Region State College	www.lrsc.edu	TBC	Trinity Bible College	www.trinitybiblecollege.edu
MaSU	Mayville State University	www.mayvillestate.edu	TMCC	Turtle Mountain Community College	www.tm.edu
MISU	Minot State University	www.minotstate.edu	UTTC	United Tribes Technical College	www.uttc.edu
MBC	Moler Barber College	http://molerbarberfargo.com/	UJ	University of Jamestown	www.uj.edu
NDSCS	ND State College of Science	www.ndscs.edu	UM	University of Mary	www.umary.edu
NDSU	ND State University	www.ndsu.edu	UND	University of North Dakota	www.und.edu
NHSC	Nueta Hidatsa Sahnish College	http://nhsc.edu	VCSU	Valley City State University	www.vcsu.edu
			WSC	Williston State College	www.willistonstate.edu

Tips for Self-Care – Last year was stressful and traumatic. Here are some ways to take care of YOU!

Time. This is basic to taking care of yourself. Make time in your schedule every day for you.

Exercise. It doesn't matter what form of exercise you choose; exercise doesn't just help you stay physically fit it helps you to naturally decrease depression and anxiety.

Get some sleep. Sleep deprivation is detrimental to a person's thinking, and their physical and emotional health. Most young people need eight to nine hours of restful sleep to function at their best.

Express yourself creatively. Choose a creative outlet to convey your thoughts and feelings. This could be journaling, writing poetry, painting, or drawing, doing photography, dancing, or playing music. Whatever you do doesn't have to

be perfect! Simply immersing yourself in creative arts can ward off adverse thoughts and feelings.

Play with a pet. This is a wonderful way to foster self-care. Cuddling with a pet, taking care of them, and feeling their unconditional love is the best therapy available.

Hang out with friends. Hanging out with friends is so important for fostering resilience and releasing chemicals in the brain that support well-being. It only takes a few special friends to make a big difference in your life, despite the pressure to have huge numbers of "friends" or "followers."

Appreciate nature. We treasure our state and national parks, waterways, and beaches because the outdoors makes us feel good. Allow yourself

a few minutes not to rush or be disturbed by your ring tones and enjoy nature and outdoor activities.

Turn off your smart phone. Take part of your life back. There are very few texts, Snapchats, or Tik Tok posts that you need to see NOW. It's hard to do but you really don't need it on constantly. There might be some withdrawal or anxiety, but you can do it and you might realize it's a nice break!

Do something for someone else. When you do something for someone else it fosters the feeling that you are making a positive impact on another person's life. The chemicals released by the brain during the process of giving is far more rewarding than receiving gifts.

INFORMATION TECHNOLOGY



Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND	ND Earnings Outlook	Occupational Traits
			Number Employed – 2020 Annual Total Openings	Annual Entry-Level Wages Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate's Degree					
Computer Network Support Specialists Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system.	Realistic Network Diagnostic Support Technician; Network Support Technician		681 46	\$48,630 \$68,510	
Computer User Support Specialists Provide technical assistance to computer users, i.e. use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.	Realistic Desktop Support Specialist; End-User Support Specialist; Help Desk Technician		1,887 132	\$31,150 \$48,180	
Web Developers and Digital Interface Designers Design, create, and modify Web sites; implement content, graphics, performance, and capacity; convert written, graphic, audio, and video components to compatible Web formats.	Conventional Internet Developer; Intranet Developer; Web Designer		224 12	\$34,440 \$57,320	
Postsecondary Programs – Bachelor's Degree or Higher					
Information Security Analysts Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information.	Conventional Computer Security Specialist; Internet Security Specialist		115 10	\$63,690 \$92,690	
Network and Computer Systems Administrators Computer networks are critical parts of almost every organization. Network and computer systems administrators are responsible for the day-to-day operation of these networks.	Investigative Network Security Administrator; Wide Area Network Administrator		607 29	\$54,110 \$77,250	
Operations Research Analysts Formulate and apply mathematical modeling to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions.	Investigative Operations Analyst; Procedure Analyst; Process Analyst		109 7	\$54,010 \$80,470	
Software Developers, and Software Quality Assurance Some develop the applications that allow people to do specific tasks on a computer or other device. Others develop the underlying systems that run the devices or control networks.	Investigative Computer Applications Engineer; Software Applications Engineer		1,474 116	\$58,990 \$85,010	

Bright Outlook – Occupation has a very high number of annual openings and/or is a fast-growing occupation in North Dakota.

High Skill – Occupation requires at least one year of post high school education or training.

Energy – Energy occupations in North Dakota.

High Wage – North Dakota average annual salary of at least \$60,164.

Military – Occupation exists in the military.

North Dakota Information Technology Related Postsecondary Programs

Pathway	Associate's Degree or Less	Bachelor's Degree	Master's Degree or More
Information Support & Services	Administrative Assistant (CCCC) Computer Science (NHSC) Computer Support Specialist (TMCC) Computer Information Technology (UTTC) Computerized Office Management (DCB) Data Analytics Technician (BSC) Geographic Information Systems Technician (BSC) Information Systems Administrator (NDSCS) Information Technology (DCB, LRSC, NDSCS, RC, SBC, WSC) IT Forensics & Security (NDSCS) Management Information Systems transfer (NDSCS)	Applied Business Information Technology (MiSU) Computer Technology Management (DSU) Cybersecurity and Information Technology (BSC) Data Analytics (RC) Data Science (RC, UND) Information Analytics (DSU) Information Technology Management (RC, UJ, UM) Technology Education (DSU, VCSU)	Data Science (RC, UND) Information Systems (MiSU) Library/Information Technology (VCSU)
Network Systems	Cybersecurity (TMCC) Cybersecurity & Computer Networks (BSC) Information and Communications Technology (NDSCS) Network Systems Administration (RC, TMCC)	Computer Information Systems (UM, VCSU) Computer Technology Management (DSU) Cyber Security (RC, UND) Cyber Security and Information Technology (BSC) Information Systems (UND) Information Technology Management (RC, UJ, UM) Management Information Systems (MiSU, NDSU, UJ)	Electrical and Computer Engineering (NDSU) Cyber Security (UND)
Programming & Software Development	Computer Programming (DSU) Computer Science transfer (BSC, NDSCS, NHSC) Software Application Development (RC)	Computer Engineering (NDSU) Computer Science (DSU, MiSU, NDSU, RC, UJ, UM, UND) Software Engineering (VCSU)	Computer Science (NDSU, UND) Data Science (RC, UND) Software Engineering (NDSU)
Web & Digital Communications	Web Design (DCB, NDSCS, RC, TMCC) Web Developer/Webmaster (DCB, DSU, NDSCS) Web Page Development and Design (BSC)		

INFORMATION TECHNOLOGY

North Dakota Postsecondary Institutions Offering Information Technology Related Programs

BSC	Bismarck State College	www.bismarckstate.edu	NHSC	Nueta Hidatsa Sahnish College	http://nhsc.edu
CCCC	Cankdeska Cikana Community College	www.littlehoop.edu	RC	Rasmussen College	www.rasmussen.edu
DCB	Dakota College at Bottineau	www.dakotacollege.edu	SBC	Sitting Bull College	www.sittingbull.edu
DSU	Dickinson State University	www.dickinsonstate.edu	TMCC	Turtle Mountain Community College	www.tm.edu
LRSC	Lake Region State College	www.lrsc.edu	UJ	University of Jamestown	www.uj.edu
MaSU	Mayville State University	www.mayvillestate.edu	UM	University of Mary	www.umary.edu
MISU	Minot State University	www.minotstateu.edu	UND	University of North Dakota	www.und.edu
NDSCS	ND State College of Science	www.ndscs.edu	VCSU	Valley City State University	www.vcsu.edu
NDSU	ND State University	www.ndsu.edu	WSC	Williston State College	www.willistonstate.edu



North Dakota has significant resources that fuel our state in many ways. As many as 75,000 jobs in North Dakota can be directly or indirectly attributed to the energy industry.

In 2019, the North Dakota legislature designated the Energy & Environmental Research Center (EERC) as the energy research center for North Dakota. The EERC researches and develops technologies to make energy production and use more efficient and environmentally friendly. They are leaders in developing new technologies and practical solutions to critical energy challenges.



*Wind Turbines in Sunflower Field at Wilton.
Credit North Dakota Tourism*

Information can be found here:
Look for the **E** in the Occupational Section,
pages 12-50 for energy occupations in North Dakota



Energy industry jobs can
also be found at jobsnd.com

**Discover opportunities in North Dakota's energy industry using
the Energy Module in RUPrepare.ND.gov and "Power Up Your Future"!**

LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY



Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND	ND Earnings Outlook	Occupational Traits
			Number Employed – 2020 Annual Total Openings	Annual Entry-Level Wages Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate’s Degree					
Firefighters Control and extinguish fires or respond to emergency situations. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster assistance.	Realistic Engine Pump Operator; Forest Firefighter; Smoke Jumper		792 57	\$35,050 \$49,600	
First-Line Supervisor of Firefighting and Prevention Workers Directly supervise and coordinate activities of workers engaged in firefighting and fire prevention and control.	Enterprising Fire Lt.; Municipal Fire Fighting and Prev. Supervisor; Supervising Fire Marshal		181 11	\$55,050 \$78,200	
Gaming Surveillance Officers and Gaming Investigators Act as oversight and security agent for management and customers. Observe casino or casino hotel operation for irregular activities such as cheating or theft by either employees or patrons.	Realistic Casino Investigator; Casino Surveillance Officer; Gambling Monitor		74 9	\$27,300 \$32,290	
Paralegals and Legal Assistants Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.	Conventional Legal Aide		649 62	\$29,890 \$47,290	
Police and Sheriff’s Patrol Officers Perform duties to protect life and property by enforcing local, tribal, State, or Federal laws and ordinances.	Realistic Border Patrol Officer; Motorcycle Police; Park Police; State Trooper		1,617 116	\$48,830 \$61,820	
Public Safety Telecommunicators Operate radio, telephone, or computer equipment at emergency response centers. Relay information to law enforcement and emergency response personnel.	Conventional Emergency Operator; 911 Operator; Police Radio Dispatcher		296 27	\$40,790 \$49,890	
Security Guards Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment.	Realistic Bank Guard; Bodyguard; Bouncer		1,525 183	\$22,330 \$34,480	
Postsecondary Programs – Bachelor’s Degree or Higher					
Fish and Game Wardens Patrol assigned area to prevent fish and game law violations. Investigate reports of damage to crops or property by wildlife. Compile biological data.	Realistic Conservation Enforcement or Wildlife Officer, Wildlife and Game Protector		68 5	\$35,950 \$58,470	
Judges, Magistrate Judges, and Magistrates Arbitrate, advise, adjudicate, or administer justice in a court of law, may sentence defendant in criminal cases and determine liability of defendant in civil cases.	Enterprising Circuit Court Judge; Justice; Tribal Judge		146 7	\$115,060 \$142,940	
Lawyers Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions.	Enterprising Attorney; Corporate Counsel; Public Defender		1,778 58	\$64,360 \$113,480	
Probation Officers and Correctional Treatment Specialists Assist in rehabilitation of law offenders in custody, on probation or parole. Make recommendations for actions involving the rehabilitation plan and treatment of offender.	Social Juvenile Probation Officer; Parole Agent; Parole Officer		240 18	\$49,710 \$61,930	

Bright Outlook – Occupation has a very high number of annual openings and/or is a fast-growing occupation in North Dakota.

High Skill – Occupation requires at least one year of post high school education or training.

E Energy – Energy occupations in North Dakota.

High Wage – North Dakota average annual salary of at least \$60,164.

Military – Occupation exists in the military.

LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY

North Dakota Law, Public Safety, Corrections & Security Related Postsecondary Programs

Pathway	Certificate or Associate's Degree	Bachelor's Degree	Master's Degree or More
Correction Services	Criminal Justice Transfer (BSC, NDSCS, SBC, UTTC) Criminal Justice (BSC, DSU, RC)	Criminal Justice (DSU, MiSU, NDSU, RC, UTTC, UJ, UM, UND)	Criminal Justice (NDSU, UND)
Emergency & Fire Management Services	Emergency Medical Services-EMS (NDSCS) Emergency Medical Technician-EMT (NDSCS) Paramedic Technology (BSC, DCB, NDSCS)	Emergency Management (NDSU)	Emergency Management (NDSU)
Law Enforcement Services	Criminal Justice Transfer (BSC, NDSCS, SBC, UTTC) Criminal Justice (BSC, RC) Law Enforcement (LRSC, RC) Peace Officer (LRSC)	Criminal Justice (DSU, MiSU, NDSU, RC, UTTC, UJ, UM, UND) Cybersecurity (UND) Forensic Science (UND)	Criminal Justice (NDSU, UND) Cybersecurity (UND)
Legal Services	Administrative Assistant/ Legal (BSC) Law Transfer (NDSCS) Paralegal/Lay Advocate (NDSCS, RC, SBC) Political Science transfer (BSC)	Political Science (DSU, NDSU, UJ, UND) Law (UND)	Law (UND)
Security & Protective Services	Military Science (BSC)	Military Science-ROTC (NDSU, UND)	

North Dakota Postsecondary Institutions Offering Law, Public Safety, Corrections & Security Related Programs

BSC Bismarck State College	www.bismarckstate.edu	SBC Sitting Bull College	www.sittingbull.edu
DCB Dakota College at Bottineau	www.dakotacollege.edu	TMCC Turtle Mountain Community College	www.tm.edu
DSU Dickinson State University	www.dickinsonstate.edu	UTTC United Tribes Technical College	www.uttc.edu
LRSC Lake Region State College	www.lrsc.edu	UM University of Mary	www.umary.edu
MiSU Minot State University	www.minotstate.edu	UND University of North Dakota	www.und.edu
NDSCS ND State College of Science	www.ndscs.edu	VCSU Valley City State University	www.vcsu.edu
NDSU ND State University	www.ndsu.edu	WSC Williston State College	www.willistonstate.edu
RC Rasmussen College	www.rasmussen.edu		

10 REASONS TO PURSUE A CAREER IN LAW ENFORCEMENT

1. Careers in law enforcement are growing.
2. There is a wide variety of law enforcement careers to choose from including police officers, sheriff's deputies, highway patrol, border patrol, corrections, game and fish, state and federal agents, and more.
3. It can be a challenging and meaningful career from saving lives to helping the community thrive.
4. You can make an impact in your community by building community and strengthening relationships which helps to prevent crimes.
5. Law enforcement careers are never boring. Every day is different with the potential to be exciting and interesting.
6. In North Dakota law enforcement salaries start above the average wage.
7. Many law enforcement careers come with great benefits.
8. There is opportunity for advancement.
9. You can work anywhere in law enforcement.
10. If you are a woman there are great opportunities. Departments need women to help with relating to the community and to have a more diverse force.



MANUFACTURING



Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND		ND Earnings Outlook		Occupational Traits
			Number Employed – 2020	Annual Total Openings	Annual Entry-Level Wages	Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate's Degree							
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders Set up, operate, or tend spraying or rolling machines to coat or paint any of a wide variety of products, or rust-proofing materials, and painting in auto body repair facilities.	Realistic Auto Painter; Electrostatic Paint or Lacquer Spray Booth Operator; Railroad Car Painter		640 44		\$35,780 \$47,710		
Crushing, Grinding, and Polishing Machine Setters Set up, operate, or tend machines to crush, grind, or polish materials, such as coal, glass, grain, stone, food, or rubber.	Realistic Beveling/Edging Machine or Pulverizer Operator; Ind. Coffee Grinder; Marble/Granite Polisher		326 22		\$38,810 \$48,280		
First-Line Supervisors of Mechanics, Installers, and Repairers Directly supervise and coordinate the activities of mechanics, installers, and repairers. May also advise customers on recommended services.	Enterprising Automobile Body Repair, Fleet Maintenance, or Railroad Car Repair Supervisor		1,780 123		\$54,310 \$78,700		
First-Line Supervisors of Production and Operating Workers Directly supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators.	Enterprising Assembly Line Supervisor; Machinist Supervisor		1,615 117		\$47,010 \$70,070		
Helpers-Installation, Maintenance, and Repair Workers Help installation, maintenance, and repair workers in maintenance, parts replacement, and repair of vehicles, industrial machinery, and electrical and electronic equipment.	Realistic Automobile Body Repairer Helper; Locksmith Helper; Motorboat Mechanic Helper		167 16		\$29,090 \$36,120		
Industrial Machinery Mechanics Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems.	Realistic Foundry Equipment and Hydroelectric Machinery Mechanics		2,274 137		\$47,940 \$66,030		
Inspectors, Testers, Sorters, Samplers, and Weighers Inspect, test, sort, sample, or weigh non-agricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications.	Conventional Parts Quality Inspector; Petroleum Sampler		1,396 95		\$37,270 \$63,700		
Machinists Set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments.	Realistic Automotive Machinist; Gear Machinist; Production Machinist		423 32		\$40,750 \$53,690		
Maintenance Workers, Machinery Lubricate machinery, change parts, or perform other routine machinery maintenance.	Realistic Crane Oiler		452 29		\$35,270 \$54,320		
Multiple Machine Tool Setters, Operators and Tenders, Metal and Plastic Set up, operate, or tend more than one type of cutting or forming machine tool or robot.	Realistic Multi-Operation Forming Machine Setter		388 29		\$32,510 \$47,290		
Petroleum Pump System Operators, Refinery Operators, & Gaugers Operate or control petroleum refining or processing units. May specialize in controlling manifold and pumping systems, gauging or testing oil in storage tanks, or regulating the flow of oil into pipelines.	Realistic Hydrotreater Operator; Oil Pipeline Operator; Oil Refiner		507 42		\$52,460 \$67,940		
Power Plant Operators Control, operate, or maintain machinery to generate electric power. Includes auxiliary equipment operators.	Realistic Hydroelectric Plant Operator		337 15		\$84,160 \$93,510		
Production, Planning, and Expediting Clerks Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule.	Conventional Expeditor; Material Control Clerk; Production Scheduler		607 50		\$39,460 \$56,080		

Bright Outlook – Occupation has a very high number of annual openings and/or is a fast-growing occupation in North Dakota.





High Skill – Occupation requires at least one year of post high school education or training.

Energy – Energy occupations in North Dakota.

High Wage – North Dakota average annual salary of at least \$60,164.

Military – Occupation exists in the military.

MANUFACTURING

Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND	ND Earnings Outlook	Occupational Traits
			Number Employed – 2020 Annual Total Openings	Annual Entry-Level Wages Annual Average Wages	
Welders, Cutters, Solderers, and Brazers Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.	Realistic Arc Welder; Cutting Torch Operator		2,302 164	\$41,730 \$57,320	
Postsecondary Programs – Bachelor's Degree or Higher					
Industrial Production Managers Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.	Enterprising Manufacturing Director; Production Control Manager		474 27	\$68,320 \$112,820	

North Dakota Manufacturing Related Postsecondary Programs

Pathway	Associate's Degree or Less	Bachelor's Degree	Master's Degree or More
Health, Safety & Environmental Assurance	Environmental Technology/Science transfer (NHSC, SBC, UTTC)	Emergency Management (NDSU) Environmental Design (NDSU) Environmental Health (DSU) Environmental Science (DSU, NHSC, SBC, UTTC, UND, VCSU)	Emergency Management (NDSU) Environmental and Conservation Sciences (NDSU, SBC) Environmental Engineering (UND)
Logistics & Inventory Control	Information Processing Specialist (BSC) Information Technology (DCB) Management Information Systems (NDSCS)	Business Process Integration Management (VCSU) Computer Technology Management (DSU) Management Information Systems (MISU, NDSU) Operations and Supply Chain Management (UND)	Supply Chain Management (NDSU) Transportation and Urban Systems (NDSU)
Maintenance, Installation & Repair	Electrical Lineworker (BSC) Electrical Power Technology (BSC) Electrical Transmission Systems Technology (BSC) Electronics Technology (BSC) Electronics/Telecommunications Technology (BSC) Mechanical Maintenance Technology (BSC) Mechanical Systems (NDSCS) Simulation Technology (LRSC) Welding Technology (BSC, BJCC, LRSC, LW, NDSCS, NHSC, SBC, TMCC, UTTC, WSC) Wind Energy Technician (LRSC)		
Manufacturing Process Production Development	Energy Services & Renewable Technician (BSC) Instrumentation & Control Technology (BSC) Power Plant Technology (BSC, TMCC) Process Plant Technology (BSC, TMCC)	Industrial Engineering and Management (NDSU) Manufacturing Engineering (NDSU)	Industrial Engineering and Management (NDSU) Manufacturing Engineering (NDSU)
Production	Heating, Ventilation, and Air Conditioning (BSC, NDSCS, TMCC) Precision Machining Technology (NDSCS) Robotics, Automation and Mechatronics Technology (NDSCS) Welding Technology (BSC, BJCC, LRSC, LW, NDSCS, NHSC, SBC, TMCC, UTTC, WSC)	Energy Management (BSC)	Materials and Nanotechnology (NDSU)
Quality Assurance	Instrumentation and Control Technology (BSC)	Industrial Engineering and Management (NDSU)	Industrial Engineering and Management (NDSU)

North Dakota Postsecondary Institutions Offering Manufacturing Related Programs

BSC Bismarck State College	www.bismarckstate.edu	NDSU ND State University	www.ndsu.edu
BJCC Burdick Job Corps Center	http://quentinnburdick.jobcorps.gov	NHSC Nueta Hidatsa Sahnish College	http://nhsc.edu
CCCC Cankdeska Cikana Community College	www.littlehoop.edu	SBC Sitting Bull College	www.sittingbull.edu
DCB Dakota College at Bottineau	www.dakotacollege.edu	TMCC Turtle Mountain Community College	www.tm.edu
DSU Dickinson State University	www.dickinsonstate.edu	UTTC United Tribes Technical College	www.uttc.edu
LRSC Lake Region State College	www.lrsc.edu	UM University of Mary	www.umary.edu
LW Lynnes Welding – Bismarck & Fargo	http://learntoweld.com	UND University of North Dakota	www.und.edu
MISU Minot State University	www.minotstate.edu	VCSU Valley City State University	www.vcsu.edu
NDSCS ND State College of Science	www.ndscs.edu	WSC Williston State College	www.willistonstate.edu

MARKETING



Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND	ND Earnings Outlook	Occupational Traits
			Number Employed – 2020 Annual Total Openings	Annual Entry-Level Wages Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate's Degree					
Cashiers Receive and disburse money in establishments other than financial institutions using electronic scanners, cash registers, or related equipment.	Conventional Cash Register Operator; Toll Collector		9,898 1,592	\$21,700 \$26,330	
Counter and Rental Clerks Receive orders, generally in person, for repairs, rentals, and services. May describe available options, compute cost, and accept payment.	Conventional Automotive Service Writer; Car Rental Agent; Dry Cleaning Counter Clerk		820 57	\$24,530 \$37,770	
Demonstrators and Product Promoters Demonstrate merchandise and answer questions for the purpose of creating public interest in buying the product. May sell demonstrated merchandise.	Enterprising Home Demonstrator; In-Store Demonstrator		221 32	\$26,010 \$38,700	
First-Line Supervisors of Retail Sales Workers Supervise and coordinate activities of retail sales workers in an establishment or department. Duties include management functions, such as purchasing, budgeting, accounting, and personnel work.	Enterprising Cashier Supervisor; Delicatessen Department Manager		3,122 288	\$34,160 \$49,170	
Merchandise Displayers and Window Trimmers Plan and erect commercial displays, such as those in windows and interiors of retail stores and at trade exhibitions.	Artistic Display Artist; Window Decorator		375 26	\$25,450 \$33,310	
Real Estate Sales Agents Perform duties, such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts.	Enterprising Apartment Rental Agent		587 42	\$46,200 \$66,270	
Retail Salespersons Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers.	Enterprising Car Salesperson; Apparel Salesperson		11,936 1,594	\$22,240 \$34,080	
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.	Conventional Hotel Supplies Salesperson; Pulpwood Dealer; Wholesale Diamond Broker		3,797 280	\$42,800 \$80,660	
Postsecondary Programs – Bachelor's Degree or Higher					
Fundraisers Organize activities to raise funds or otherwise solicit and gather monetary donations or other gifts for an organization. May design and produce promotional materials.	Enterprising Campaign Fundraiser; Donor Relations Officer; Fundraising Officer		297 31	\$40,790 \$63,600	
Market Research Analysts and Marketing Specialists Research market conditions or gather information to determine potential sales of a product or service. May gather information on competitors, prices, sales, and methods of marketing and distribution.	Investigative Research Specialist; Marketing Consultant; Marketing Forecaster		1,279 122	\$36,060 \$56,650	
Marketing Managers Plan, direct, or coordinate marketing policies and programs. Develop pricing strategies to maximize the firm's profits or share of the market while ensuring the customer satisfaction.	Enterprising Internet Marketing Manager; Marketing Administrator; Marketing Director		200 13	\$79,510 \$126,440	
Sales Managers Coordinate sales distribution, establish sales territories, quotas, and goals; establish training programs for sales representatives, analyze sales statistics to determine sales potential and inventory requirements.	Enterprising District Sales Manager; Export Manager		520 35	\$70,150 \$137,320	
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products Sell goods for wholesalers or manufacturers for engineering, chemistry, and electronics, at least 2 years of postsecondary education.	Conventional Pharmaceutical or Surgical Instruments Sales Rep; Wholesale Ultrasonic Equip. Salesperson		933 77	\$53,320 \$89,430	



Bright Outlook – Occupation has a very high number of annual openings and/or is a fast-growing occupation in North Dakota.



High Skill – Occupation requires at least one year of post high school education or training.



E Energy – Energy occupations in North Dakota.



High Wage – North Dakota average annual salary of at least \$60,164.



Military – Occupation exists in the military.

MARKETING

North Dakota Marketing Related Postsecondary Programs

Pathway	Associate's Degree or Less	Bachelor's Degree	Master's Degree or More
Marketing Communications	Advertising and Marketing (DCB) Information & Communications Technology (NDSCS) Mass Communication (BSC)	Communication (UM, UND) Management Communication (NDSU)	Communication (UND)
Marketing Management	Advertising & Marketing (DCB) Business Management (MaSU, NDSCS, RC, WSC) Management (BSC) Management Entrepreneurship (BSC) Marketing (DSU, LRSC, RC) Marketing/Supervision (LRSC, NDSCS) Marketing and Management transfer (DCB)	Business Management (RC) Hospitality & Tourism Management (NDSU) International Entrepreneurship (TBC) Management (MiSU, NDSU) Marketing (MiSU, NDSU, RC, UM, UND) Sport Management (MaSU, NDSU, UM) Supply Chain and Logistics Management (RC)	Management (MiSU) Sport Management (MiSU) Supply Chain Management (NDSU)
Marketing Research		International Entrepreneurship (TBC)	
Merchandising		Apparel, Retail Merchandising, & Design (NDSU) Operations and Supply Chain Management (UND)	Merchandising (NDSU)
Professional Selling	Entrepreneurship (NHSC, NDSCS, TMCC) Marketing, Sales and Hospitality Services (NDSCS) Sales (NDSCS, VCSU)	Entrepreneurship (MiSU, UND)	

North Dakota Postsecondary Institutions Offering Marketing Related Programs

BSC	Bismarck State College	www.bismarckstate.edu	NHSC	Nueta Hidatsa Sahnish College	http://nhsc.edu
CCCC	Cankdeska Cikana Community College	www.littlehoop.edu	RC	Rasmussen College	www.rasmussen.edu
DCB	Dakota College at Bottineau	www.dakotacollege.edu	UTTC	United Tribes Technical College	www.uttc.edu
DSU	Dickinson State University	www.dickinsonstate.edu	UM	University of Mary	www.umary.edu
LRSC	Lake Region State College	www.lrsc.edu	UND	University of North Dakota	www.und.edu
MiSU	Minot State University	www.minotstateu.edu	VCSU	Valley City State University	www.vcsu.edu
NDSCS	ND State College of Science	www.ndscs.edu	WSC	Williston State College	www.willistonstate.edu
NDSU	ND State University	www.ndsu.edu			

Are You Ready to be an Entrepreneur?

An **entrepreneur** is an individual who creates a new business, bearing most of the risks and enjoying most of the rewards. They are often seen as being innovative with new ideas, goods or services. Becoming a successful entrepreneur requires planning, creativity and hard work. The checklist below may help you determine which skills you currently have and identify those skills needing further development. If you don't have these traits now, you can work on them at a later date to improve your chances of being a successful entrepreneur.



Self-Starter:

Motivated to work regardless of mood?

Risk Taker:

Willing to take risks?

Team Player:

Enjoy working with other people?

Commitment to Tasks:

Persistent in seeing work tasks completed?

Work Under Pressure:

Able to operate under stress for extended periods of time?

Great Pitch:

Confident in your ability to communicate ideas?

Acquire Resources:

Comfortable asking for money and other resources?

Have Time:

Is time available to grow your business?

Supportive Family:

Support from your family and friends?

NORTH DAKOTA ENTREPRENEUR CENTERS

These centers have dedicated staff to support and mentor entrepreneurs:

Center for Technology & Business (Bismarck) www.ctbnd.com

Innovate ND www.NDCommerce.com/InnovateND

Jamestown Regional Entrepreneur Center www.jrecenter.com

NICE Idea Entrepreneurship Program <https://thenicecenter.org>

NDSU Research & Technology Park (Fargo) www.ndsuresearchpark.com

UND Center for Innovation (Grand Forks) www.innovators.net

SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS



Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND		ND Earnings Outlook		Occupational Traits
			Number Employed – 2020	Annual Total Openings	Annual Entry-Level Wages	Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate’s Degree							
Civil Engineering Technologists and Technicians Apply theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff or physical scientists.	Realistic		495		\$43,210		
	Geotechnical Engineering Technician; Highway Engineering Technician		37		\$58,050		
Electrical and Electronic Engineering Technologists and Technicians Apply electrical and electronic theory, under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery.	Realistic		185		\$59,240		
	Electrical Design Technician; Lighting Engineering Technician; Semiconductor Development Technician		14		\$70,390		
Industrial Engineering Technologists and Technicians Apply engineering theory and principles to problems of industrial layout or manufacturing production, usually under the direction of engineering staff.	Investigative		98		\$40,480		
	Motion Study or Time Study Technician; Production Control Technologist		6		\$59,150		
Mechanical Drafters Prepare detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information.	Realistic		74		\$41,150		
	Aeronautical Drafter; Automotive Design Drafter		4		\$61,260		
Mechanical Engineering Technologists and Technicians Apply theory and principles of mechanical engineering to modify, develop, test, or calibrate machinery and equipment under direction of engineering staff or physical scientists.	Realistic		55		\$44,870		
	Gyroscope Engineering, Heat Transfer, or Optomechanical Technician		5		\$75,940		
Postsecondary Programs – Bachelor’s Degree or Higher							
Electrical Engineers Research, design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.	Investigative		507		\$75,510		
	Electrical Systems Engineer; Power Distribution Engineer		28		\$104,050		
Electronics Engineer, Except Computer Research, design, develop, or test electronic components and systems for commercial, industrial, military, or scientific use.	Investigative		169		\$73,360		
	Circuit Design, Electronic Design Automation, or Telecommunication Engineer		10		\$103,870		
Environmental Scientists and Specialists, Including Health Conduct research or perform investigation for the purpose of identifying, abating, or eliminating sources of pollutants or hazards that affect either the environment or the health of the population.	Investigative		233		\$47,230		
	Hazardous Substances Scientist; Health Environmentalist; Water Pollution Scientist		16		\$62,310		
Industrial Engineers Design, develop, test, and evaluate integrated systems for managing industrial production processes, such as quality control, inventory control, logistics and material flow, cost analysis.	Investigative		306		\$58,530		
	Efficiency Engineer; Manufacturing Engineer		16		\$82,320		
Mechanical Engineer Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment.	Realistic		548		\$58,600		
	Combustion Engineer; Engine Designer; Tool and Die Engineer		26		\$85,530		
Petroleum Engineers Devise methods to improve oil and gas extraction and production and determine the need for new or modified tool designs. Oversee drilling and offer technical advice.	Investigative		219		\$70,960		
	Natural Gas Engineer; Oil Drilling Engineer; Oil Exploration Engineer		8		\$113,330		
Statisticians Develop or apply mathematical or statistical theory and methods to collect, organize, interpret, and summarize numerical data.	Conventional		86		\$48,240		
	Biostatistician; Statistical Analyst; Time Study Statistician		8		\$71,450		

Bright Outlook – Occupation has a very high number of annual openings and/or is a fast-growing occupation in North Dakota.

High Skill – Occupation requires at least one year of post high school education or training.

Energy – Energy occupations in North Dakota.

High Wage – North Dakota average annual salary of at least \$60,164.

Military – Occupation exists in the military.

SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS

North Dakota STEM Related Postsecondary Programs			
Pathway	Certificate or Associate's Degree	Bachelor's Degree	Master's Degree or More
Engineering & Technology	Architectural Drafting & Estimating Technology (NDSCS) Engineering Technology (BSC, DSU) Engineering transfer (BSC, CCCC, NDSCS, NHSC, SBC, UTTC) Land Surveying and Civil Engineering (NDSCS) Nuclear Power Technology (BSC) Petroleum Production Technology (BSC) Robotics, Automation & Mechatronics Technology (NDSCS) Simulation Technology (LRSC) Technical Studies (BSC, NDSCS)	Agricultural and Biosystems Engineering (NDSU) Chemical Engineering (UND) Civil Engineering (NDSU, UND) Computer Engineering (NDSU) Construction Engineering (NDSU) Electrical Engineering (NDSU, UND) Engineering Science (UM) Geological Engineering (UND) Industrial Engineering and Management (NDSU) Manufacturing Engineering (NDSU) Mechanical Engineering (NDSU, UJ, UND) Petroleum Engineering (UND)	Agricultural and Biosystems Engineering (NDSU) Biomedical Engineering (UND) Chemical Engineering (UND) Civil Engineering (NDSU, UND) Electrical Engineering (UND) Electrical/Computer Engineering (NDSU) Energy Systems Engineering (UND) Environmental Engineering (NDSU, UND) Geological Engineering (UND) Industrial Engineering & Management (NDSU) Manufacturing Engineering (NDSU) Mechanical Engineering (NDSU, UND) Petroleum Engineering (UND) Software Engineering (NDSU)
Science & Mathematics	Biology transfer (BSC, DCB, DSU) Biotechnology transfer (NDSCS) Chemistry transfer (BSC, DCB, DSU, NDSCS) Environmental Science Transfer (NHSC, SBC, UTTC) Environmental Tech - Lab & Field Technician (DCB) Environmental Tech - Natural Resource Mgmt. (DCB) Geology (DSU) Mathematics transfer (BSC, DCB, NDSCS, NHSC) Natural Resource Management (TMCC) Natural Science transfer (NDSCS) Pharmacy transfer (DCB) Physical Science transfer (DSU, NDSCS) Physics transfer (BSC) Science transfer (NHSC)	Atmospheric Sciences (UND) Biochemistry and Molecular Biology (NDSU, UJ) Biology/Biological Science (DSU, MaSU, MiSU, NDSU, UJ, UM, UND, VCSU) Biotechnology (NDSU) Chemistry (DSU, MaSU, MiSU, NDSU, UM, UND, VCSU) Computer Science (DSU, MiSU, NDSU, RC, UM, UND) Data Science (UND) Earth Science (UND) Environmental Science (DSU, NHSC, SBC, UTTC, UND, VCSU) Forensic Science (UND) Geology (MiSU, NDSU, UND) Horticulture (NDSU) Mathematics (DSU, MaSU, MiSU, NDSU, UJ, UM, UND) Medicinal Plant Chemistry (MiSU) Microbiology (NDSU) Molecular and Integrative Biology (UND) Natural Resources Management (NDSU) Physics (NDSU, UND) Statistics (NDSU)	Aerospace Sciences (UND) Atmospheric Sciences (UND) Biochemistry (NDSU) Biological Sciences (NDSU, UND) Biomedical Engineering (NDSU) Chemistry (NDSU, UND) Computer Science (NDSU, UND) Data Science (UND) Earth System Science and Policy (UND) Entomology (NDSU) Environmental/Conservation Science (NDSU, SBC) Geology (UND) Horticulture (NDSU) Materials and Nanotechnology (NDSU) Mathematics (NDSU, UND) Microbiology (NDSU) Physics (NDSU, UND) Plant Pathology (NDSU) Plant Sciences (NDSU) Scientific Computing (UND) Statistics (NDSU)

North Dakota Postsecondary Institutions Offering STEM Related Programs			
BSC	Bismarck State College	www.bismarckstate.edu	NHSC Nueta Hidatsa Sahnish College http://nhsc.edu
CCCC	Cankdeska Cikana Community College	www.littlehoop.edu	SBC Sitting Bull College www.sittingbull.edu
DCB	Dakota College at Bottineau	www.dakotacollege.edu	TMCC Turtle Mountain Community College www.tm.edu
DSU	Dickinson State University	www.dickinsonstate.edu	UTTC United Tribes Technical College www.uttc.edu
LRSC	Lake Region State College	www.lrsc.edu	UJ University of Jamestown www.uj.edu
MaSU	Mayville State University	www.mayvillestate.edu	UM University of Mary www.umary.edu
MiSU	Minot State University	www.minotstate.edu	UND University of North Dakota www.und.edu
NDSCS	ND State College of Science	www.ndscs.edu	VCSU Valley City State University www.vcsu.edu
NDSU	ND State University	www.ndsu.edu	WSC Williston State College www.willistonstate.edu

STEM OPPORTUNITIES AT POLYTECHNIC INSTITUTIONS

What is a Polytechnic Institution? A polytechnic institution is an educational institute that focuses on providing hands-on, experiential learning that combines in-depth study with practical, technology-based skills training preparing graduates to be workforce ready.



Polytechnic institutions offer affordable, cutting-edge education that provide students with:

- Hands-on learning
- Flexible learning pathways
- Real work experience
- Intense and highly technical experiential learning
- Credentials, certificates, two and four-year degrees
- Programs developed in partnership with employers, alumni, and other working professionals
- Employability skills development
- Expert opinions from faculty and staff who are working professionals

Bismarck State College is North Dakota's only polytechnic institution. At BSC, learning incorporates STEAM (Science, Technology, Engineering, the Arts, and Mathematics) to guide students and open their minds to the world around them. Check out the polytechnic advantage at <https://bismarckstate.edu>

TRANSPORTATION, DISTRIBUTION & LOGISTICS



Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND	ND Earnings Outlook	Occupational Traits
			Number Employed – 2020 Annual Total Openings	Annual Entry-Level Wages Annual Average Wages	
Postsecondary Programs – High School Diploma, Certificate, or Associate's Degree					
Aircraft Mechanics and Service Technicians Diagnose, adjust, repair, or overhaul aircraft engines and assemblies, such as hydraulic and pneumatic systems. Includes helicopter and aircraft engine specialists.	Realistic Aircraft Engine Specialist; Flight Test Mechanic		168 11	\$38,360 \$55,280	
Ambulance Drivers and Attendants, Except Emergency Medical Technicians Drive ambulance or assist ambulance driver in transporting sick, injured, or convalescent persons. Assist in lifting patients.	Realistic Emergency Medical Services (EMS) Driver		241 25	\$18,310 \$28,250	
Automotive Service Technicians and Mechanics Diagnose, adjust, repair, or overhaul automotive vehicles. Test vehicle components and systems, using equipment such as infrared engine analyzers, compression gauges and computerized diagnostic devices.	Realistic Transmission Specialist; Brake Technician; Hybrid Car Mechanic		2,603 183	\$32,640 \$48,530	
Bus and Truck Mechanics/Diesel Engine Specialists Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines.	Realistic Biodiesel Engine Specialist; Tractor Trailer Mechanic		1,512 96	\$43,610 \$57,550	
Bus Drivers, Transit and Intercity Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.	Realistic School Bus Operator; Special Education Bus Driver		267 30	\$30,420 \$38,310	
Cargo and Freight Agents Expedite and route movement of incoming/outgoing cargo and freight shipments in airline, train, and trucking terminals/shipping docks, take orders and arrange pickup of freight and cargo for delivery.	Conventional Cargo Router; Freight Shipping Agent		185 14	\$30,570 \$44,490	
Cleaners of Vehicles and Equipment Wash or otherwise clean vehicles, machinery, and other equipment. Use such materials as water, cleaning agents, brushes, cloths, and hoses.	Realistic Aircraft Cleaner; Auto Detailer; Car Wash Attendant		1,300 148	\$23,110 \$31,180	
Commercial Pilots Pilot and navigate the flight of fixed-winged aircraft on non-scheduled air carrier routes, or helicopters.	Realistic Aerial Crop Duster; Commercial Flight Instructor; Helicopter Pilot		265 27	\$72,900 \$109,470	
Crane and Tower Operators Operate mechanical boom and cable or tower and cable equipment to lift and move materials, machines, or products in many directions.	Realistic Boom Crane Operator; Cherry Picker Operator; Coal Tower Operator		275 18	\$54,830 \$69,860	
First-Line Supervisors of Transportation and Material-Moving Workers Directly supervises and coordinates the activities of helpers, laborers, or material movers.	Enterprising Merchandise Pickup/Receiving, Shipping/Receiving Materials Handler, Warehouse Worker		1,890 156	\$39,250 \$71,770	
Heavy and Tractor-Trailer Drivers Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license.	Realistic Auto Carrier Driver; Cement Truck Driver; Moving Van Driver		10,779 769	\$41,440 \$54,550	
Industrial Truck and Tractor Operators Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.	Realistic Forklift Operator		1,395 202	\$35,140 \$45,340	
Laborers and Freight, Stock and Material Movers Handlers Manually move freight, stock, or other materials or perform other general labor. Includes all manual laborers not elsewhere classified.	Realistic Cargo Handler		6,362 770	\$24,750 \$35,530	
Light Truck Drivers Drive a light vehicle, such as a truck or van, primarily to pick up merchandise or packages from a distribution center and deliver.	Realistic Grocery Light Truck Driver; Parcel Truck Driver		2,281 256	\$29,470 \$44,190	
Passenger Vehicle Drivers, Except Bus Drivers, Transit and Intercity Drives a passenger transportation vehicle.	Realistic Bus Drivers, School, Shuttle Drivers, Chauffeurs, Taxi Drivers		2,170 272	\$23,980 \$41,430	

Bright Outlook – Occupation has a very high number of annual openings and/or is a fast-growing occupation in North Dakota.





High Skill – Occupation requires at least one year of post high school education or training.

Energy – Energy occupations in North Dakota.

High Wage – North Dakota average annual salary of at least \$60,164.

Military – Occupation exists in the military.

TRANSPORTATION, DISTRIBUTION & LOGISTICS

Occupational Title/Description	Holland Type Related Occupations	Bright Outlook	Employment in ND	ND Earnings Outlook	Occupational Traits
			Number Employed – 2020 Annual Total Openings	Annual Entry-Level Wages Annual Average Wages	
Tank Car, Truck, and Ship Loaders Load and unload chemicals and bulk solids, such as coal, sand, and grain into or from tank cars, trucks, or ships using material moving equipment.	Realistic Barge Loader; Rail Car Loader; Ship Unloader		708	\$36,120	
			72	\$53,100	
Transportation, Storage, and Distribution Managers Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Includes logistics managers.	Enterprising Distribution Center Manager; Traffic Safety Administrator; Warehouse Manager		476	\$67,640	
			30	\$99,410	
Postsecondary Programs – Bachelor's Degree or Higher					
Logisticians Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product.	Enterprising Logistics Analyst; Logistics Planner		257	\$50,180	
			20	\$67,090	

North Dakota Transportation, Distribution & Logistics Related Postsecondary Programs

Pathway	Associate's Degree or Less	Bachelor's Degree	Master's Degree or More
Facility & Mobile Equipment Maintenance	Auto Body Repair and Refinishing Technology (NDSCS) Auto Collision Technology (BSC) Auto Technology (BSC, BJCC, LRSC, NDSCS, UTTC) Case IH Technology (NDSCS) Caterpillar Dealer Service Technician (NDSCS) Electronics Technology (BSC) Electronics/Telecommunications Technology (BSC) General Diesel Technology (NDSCS) Geographic Information Systems Technology (BSC) John Deere Technology (NDSCS) Komatsu Technology (NDSCS) Power Sports Technology (NDSCS) Transportation Technology (WSC) Unmanned Aircraft Systems (NDSCS)		
Health, Safety & Environmental Management		Environmental Design (NDSU) Environmental Health (DSU)	
Logistics Planning & Management Services	Information Processing Specialist (BSC) Information and Communications Technology (NDSCS) Information Technology (DCB, LRSC, WSC) Management Information Systems transfer (NDSCS)	Business Process Integration Management (VCSU) Information Technology Management (UM) Management Information Systems (MiSU, NDSU) Operations/Supply Chain & Logistics Mgmt. (RC, UND)	Project Management (UM) Public Administration (UM) Transportation and Urban Systems (NDSU)
Sales & Service	Business Management (NDSCS, RC, WSC) Marketing & Management transfer (DCB)	Airport Management (UND) Marketing (MiSU, NDSU, RC, UM, UND)	
Transportation Operations	Airline Transport Pilot (FFS) Commercial Pilot (EATC, FFS, GFKFS) Commercial Vehicle Operations (TMCC) CDL/Heavy Equipment (CCCC, SBC, TMCC, UTTC) Instrumental/Multi-Engine Rating (EATC, FFS, GFKFS) Private Pilot/Drone Training (EATC, FFS, GFKFS) Recreational/Sport Pilot (EATC)	Air Traffic Management (UND) Aviation Management (UND) Aviation Studies (UND) Commercial Aviation (UND) Unmanned Aircraft System Operations (UND)	Aerospace Sciences (UND) Aviation (UND) Unmanned Aircraft Systems Engineering (UND)
Transportation Systems/Infrastructure Planning, Management & Regulation		Airport Management (UND)	Public Administration (UND) Transportation and Urban Systems (NDSU)
Warehousing & Distribution Center Operations	Business Management (NDSCS) Management (BSC)	Business Process Integration Management (VCSU)	

North Dakota Postsecondary Institutions Offering Transportation, Distribution & Logistics Related Programs

BSC	Bismarck State College	www.bismarckstate.edu	NDSCS	ND State College of Science	www.ndscs.edu
BJCC	Burdick Job Corps Center	http://quentinburdick.jobcorps.gov	NDSU	ND State University	www.ndsu.edu
CCCC	Cankdeska Cikana Community College	www.littlehoop.edu	NHSC	Nueta Hidatsa Sahnish College	http://nhsc.edu
DCB	Dakota College at Bottineau	www.dakotacollege.edu	RC	Rasmussen College	www.rasmussen.edu
DSU	Dickinson State University	www.dickinsonstate.edu	SBC	Sitting Bull College	www.sittingbull.edu
EATC	Executive Air Taxi Corporation	www.executive-air.com	TMCC	Turtle Mountain Community College	www.tm.edu
FFS	Fargo Flight School	www.fargojet.com/school	UTTC	United Tribes Technical College	www.uttc.edu
GFKFS	GFK Flight Support	www.flygfk.com	UM	University of Mary	www.umary.edu
LRSC	Lake Region State College	www.lrsc.edu	UND	University of North Dakota	www.und.edu
MAC	Minot Aero Center	http://minotaerocenter.com	VCSU	Valley City State University	www.vcsu.edu
MISU	Minot State University	www.minotstateu.edu	WSC	Williston State College	www.willistonstate.edu

TRAVIS DEAN



So, You Want to Become an Air Traffic Controller?

The first thing you notice when you walk into an air traffic control room is how peaceful and calm it is with the low lights and soft hum of computers. But, being an Air Traffic Controller (ATC) is undoubtedly a career that requires responsibility and the ability to handle stress. So, what does an ATC do? They monitor and direct the movement of aircraft on the ground and in the air. As of May 2021, Travis Dean is one step closer to his goal of becoming an ATC, moving out of the simulator at UND and settling into an actual air traffic control room.

- ▶ Gained experience and skills by working during high school and college. He's been a lifeguard, worked at FedEx Ground, videotaped UND basketball and volleyball games for FOX News, and worked at the airport for Avflight.

Steps to Take Before Making a Career Decision, Travis Dean Style:

1. Be active in high school and get involved. Travis participated in three sports, speech, one-act play, choir, band, and multiple CTSOs – FBLA, FCCLA and DECA.
2. Take advantage of every experience and opportunity that comes along. Some of the things Travis did were:
 - ▶ Attended UND's Summer Aerospace Seminar before his junior year.
 - ▶ Participated in a job shadow at Minot Airport's control tower. This experience was set up by his amazing counselor and it was an awesome experience!

How to Become an Air Traffic Controller

According to Travis, the first thing you need to do is, "Come to UND, they have industry representation, money (for scholarships), and great programs!"

The students in the ATC Program are from around the world, and he is the only person from North Dakota in his class. Travis stated, "UND is known world-wide for its aviation programs, so it's fun to be in an airport wearing a UND shirt and have people approach you, especially pilots." He explained the process for obtaining an air traffic controller position is a unique process.

- ▶ As a UND student, you can become fast-tracked to a job through the Collegiate Training Initiative (CTI), that puts you into a priority pool of applicants.
- ▶ After graduation, there is a training process that includes completing medical and security certifications.
- ▶ No face-to-face interviewing. It's all done by a computer and that determines the best fit for you. Once you are matched to a position, your training continues but is less intense.

QUALITIES OF AN AIR TRAFFIC CONTROLLER VERSUS TRAVIS DEAN'S QUALIFICATIONS

Qualities of an Air Traffic Controller	Travis Dean
Attention to detail and long attention span.	Obtained private pilot license and completed the UND ATC Program.
Ability to stay calm under pressure and make quick decisions under stress.	Served as a state officer for FBLA and placed at Nationals in both FBLA and DECA. "The skills I learned I use every day!"
Study skills, math, and problem-solving skills and willingness to go through rigorous training.	Graduated from high school at Stanley, N.D., with 34 college credits! Completed UND's ATC Program.
Excellent communication skills to be able to send clear messages.	Believes communication is the #1 soft skill for an ATC. "You must know what you're saying and need to almost over-communicate."

MAKENZIE LAKO



Makenzie Lako received an apprenticeship through RDO's Access Your Future Program and attended the John Deere Diesel Technology Program at North Dakota State College of Science (NDSCS) in Wahpeton. She learned about this opportunity in her auto class at Fargo South through a speaker from RDO and was surprised none of the boys in the class were interested in pursuing this great opportunity. So, while lying in bed that night looking up at her John Deere poster she thought, "Why not me?" It made sense, since Makenzie is a John Deere girl at heart, having grown up on a farm near Arthur, N.D., where her dad and grandpa taught her how to work on equipment, eventually working on friend's and neighbor's as well.

Once accepted into the program, Makenzie had to find a sponsor, complete an application for employment, and get hired by RDO. She started the program while she was still in high school and spent the summer working 40-hour weeks before going off to NDSCS. Makenzie emerged two years later as the first female to complete the John Deere Diesel Technology Program. Since becoming a diesel technician, Makenzie has worked in several positions with RDO:

- ▶ Ag Service Technician – worked in the shop with set-up and repair of equipment.
- ▶ Lawn and Garden parts counter.
- ▶ Integrative Controls Technology Specialist – installed and updated Topcon pieces on construction equipment (satellite GPS).

“Apprenticeship is an incredible opportunity for kids to succeed and build a career, not just a job. It is a stepping stone to a career, giving you all the tools to succeed.”

Makenzie developed important skills such as leadership and a drive for success by participating in CTSOs in high school, including DECA, SkillsUSA and serving as the president of the Auto Club. She believes soft skills are incredibly important to success, especially written and verbal communication, reading and respect for others and their property. Skills you naturally possess are important as well and should be used to your advantage like motivation, drive, focus, and work ethic.

One thing Makenzie knows for sure is, “An apprenticeship program is an incredible opportunity for kids to succeed and build a career, not just a job. It is a stepping stone to a career, giving you all the tools to succeed.”

Benefits of the Access Your Future Program:

- ▶ An educational incentive of up to \$16,000
- ▶ Mentored, paid work experience
- ▶ Opportunities to learn from highly skilled and trained employees on the job
- ▶ John Deere Capstone to become a Level II then Level III Technician
- ▶ Full-time career opportunities after graduation



www.workforce.nd.gov/workforce/apprenticeship

**APPRENTICESHIPS
CREATE SKILLED WORKERS**

For More Information

www.dol.gov/agencies/eta/apprenticeship

701-250-4700

Finding Your FIRST JOB *as a Teen...*



Early Experiences: Babysitting, mowing lawns, shoveling snow, and taking care of pets can be part of your work experience and history.

Flexible Scheduling: Look for a job that will allow flexible scheduling. You will need to balance school with working.

Volunteer: Even if you don't get a paycheck, volunteering will add to your experiences and potential references for future paid positions.

Keep Trying: Job searching isn't easy. Keep trying and you will find a job.

Consider a Resume: Having a resume to give to prospective employers can help you stand out from other applicants.

HELPFUL SOURCES OF INFORMATION:

RUReady.ND.gov • www.ruready.nd.gov
Job Service ND • www.jobsnd.com
Career Builder • www.careerbuilder.com

Career OneStop • www.careeronestop.org
Indeed • www.indeed.com
Monster • www.monster.com

BUDGETING FOR BEGINNERS

TO CREATE A BUDGET:

List your expenses.

First include fixed expenses (payments that are the same each month) like rent, car payment, student loan, etc. Next, consider flexible expenses that vary each month such as spending money, food, and clothing.

Do the math.

After you have set up income and expenses, figure out where your money is going.

Stick with your budget.

Monitor and adjust as needed to achieve your goals.

GENERAL BREAKDOWN OF BUDGET COSTS LOOKS LIKE THIS:

- 25-30 percent to housing
- 15-18 percent to transportation costs
- 16 percent to food

The rest of the money will go to discretionary spending and saving.

Spend less than you earn. *Sounds simple, right?*

Regardless of your experience managing money, it is important to develop a clear idea of how much you earn and how much you spend.

A budget can help you meet basic needs every month such as food, shelter, electricity, insurance, etc. Careful budgeting may also help you pay for the extras such as gym membership, cable TV, and Internet service.

Creating a budget eliminates stress by helping you spend responsibly to achieve your financial goals.

Most financial experts also suggest you have an "emergency fund" in case of a financial hardship. Set aside an amount each paycheck that you are comfortable with.

Look for a budgeting tool that works for you – from online banking tools, phone apps, or software. This will help you get into the habit of budgeting.

Source: www.quicken.com/budgeting-beginners



NORTH DAKOTA University System (NDUS) Admission Requirements

WHY CHOOSE A NDUS SCHOOL?

With five colleges and six universities, the North Dakota University System (NDUS) offers the education that's right for you. From single courses to dozens of certificates, two-year and four-year degrees, and professional degrees in law, medicine and pharmacy – the NDUS will help prepare you for your career goals.

NDUS institutions offer:

- Over 700 Quality Programs of Study
- Regionally Competitive Cost
- Opportunities that Challenge and Encourage You to Meet Your Potential
- Course Options including Online, Face to Face, or Hybrid
- Beyond the Books-Extracurricular Organizations and Intramural Teams at 11 Colleges and Universities.
- Life in a Global Community

Learn More: ndus.edu

CHECKLIST for Admission to a College or University

- CONSIDER** more than one campus at <https://insights.nd.gov/College/InstitutionSearch>.
- LOOK** through course catalogues and schedule campus visits.
- TAKE** the ACT – go to www.actstudent.org.
- REMEMBER** to apply by application deadlines for admission and the FAFSA.
- WEIGH** your options, including financial aid packages, and select a college or university.

2-YEAR COLLEGE ADMISSION REQUIREMENTS

A high school graduate may be admitted to any two-year campus. Each campus may have requirements that are in addition to the general admission requirements.

GED tests may be used to satisfy the high school graduation requirement.

4-YEAR COLLEGE ADMISSION REQUIREMENTS

High School Core Course Requirements

- 4 units of English
- 3 units of mathematic (Algebra I and above)
- 3 units of lab science (including at least two in biology, chemistry, physics or physical science)
- 3 units of social studies (not including consumer education, cooperative marketing, orientation to social science, or marriage/family)

Additional courses may be required before you can be admitted to some universities and/or programs.

Students who do not meet the admission requirements for a 4-year university are welcome to attend one of the five 2-year colleges. Upon satisfactory completion of 24 credits, the student will be eligible to transfer to a 4-year university.





How Do I Know Which School is the **RIGHT FIT** For Me?

Get started here:

- Find the best fit for your educational needs and interests at <https://insights.nd.gov/College/InstitutionSearch>.
- See the campus! Schedule a visit and talk with other students to learn what they think.
- Compare your financial aid options at each institution to make sure you're making the most of your educational investment.

DUAL CREDIT COURSES



North Dakota University System colleges and universities, in partnership with area high schools, offer several CTE and general education courses for dual credit. Many schools award dual credit for the college class in lieu of their high school class equivalent.

ADVANTAGES OF DUAL CREDIT COURSES:

- **You** can get an early start on college coursework by successfully completing dual credit courses in high school.
- **Dual** credit tuition is less than regular college tuition. Students and parents can save by not having to pay full tuition for dual credit courses.
- **Students** can ease into college classes in a comfortable, familiar environment with smaller class sizes.
- **The** letter grade received in the course is the same and is posted on both high school and college transcripts.
- **Successful** completion of a dual credit class may fulfill one of the requirements of the North Dakota Academic Scholarship.
- **Students** can earn additional scholarship funds to attend a ND college or university by completing dual credit coursework from a NDUS college or university while in high school.

K-12 ONLINE LEARNING: ND CENTER FOR DISTANCE EDUCATION



Center for
Distance Education

Center for Distance Education (CDE)

North Dakota's only public, accredited, fully online school. Over 350 engaging online courses in grades K-12.

- ⇒ **CDE** partners with all North Dakota public and private schools to provide opportunity and choice for all students.
- ⇒ **CDE** provides learning choice and opportunity for students looking to learn fully online or to supplement their face-to-face learning with online courses.

CDE Online Courses:

- ⇒ are self-paced (complete lessons at your own speed),
- ⇒ start a course anytime (all twelve months of the year),
- ⇒ includes all core courses, electives, career and technical courses, credit recovery, advanced college placement (AP), and Dual Credit courses.
- ⇒ provide diagnostics and adaptive lessons appropriate for your strengths and weaknesses, and
- ⇒ have ND highly qualified teachers working one on one with students as needed.
- ⇒ often include hands on, engaging, project-based learning opportunities.

CENTER FOR DISTANCE EDUCATION • 701-298-4830 • www.cde.nd.gov

YOUR FUTURE IS NOW!



THE ARMY NATIONAL GUARD CAN HELP YOU BUILD A BETTER FUTURE TODAY!

- ENLISTMENT BONUSES AVAILABLE
- 100% TUITION ASSISTANCE
- STUDENT LOAN REPAYMENT PROGRAM
- MONTGOMERY GI BILL & GI BILL KICKER FOR COLLEGE & VO-TECH STUDENTS
- LEARN A VOCATIONAL SKILL
- JOIN NOW & GET PAID NOW



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NDARMYGUARD.COM





THE NEXT GREATEST GENERATION IS NOW.



SPC Shelbi Keller
Hankinson, ND

YOU HAVE WHAT IT TAKES.
YOU EXPECT MORE OF YOURSELF.
YOU EMBRACE CHALLENGE.
YOU ARE A LEADER.
YOU THRIVE ON A SENSE
OF ACCOMPLISHMENT.



START YOUR FUTURE TODAY!



NDARMYGUARD.COM



- BISMARCK • 701-328-9630
- DEVILS LAKE • 701-662-4648
- DICKINSON • 701-260-8767
- FARGO • 701-451-6030
- GRAND FORKS • 701-795-3848
- JAMESTOWN • 701-320-0649
- MINOT • 701-857-7650
- VALLEY CITY • 701-845-6762
- WAHPETON • 701-899-2264
- WILLISTON • 701-770-3072

NORTH DAKOTA

VOCATIONAL REHABILITATION



Transition planning is the process of preparing for life after high school. Vocational Rehabilitation (VR) can help you make choices during your transition and assist you with career plans. To be eligible for VR services you must:

- ▶ Have a documented disability such as a physical, mental health, medical, or learning concern.
- ▶ Need services to obtain employment.
- ▶ Want to work.

If you are eligible, your VR counselor will work with you to develop a plan to identify what you need to achieve your career goal. We begin working with you while you are in high school and support you until you become employed in your career. Services include:



- ▶ **Counseling & Guidance** – evaluations of strengths, an assessment of your needs, plan and implement strategies to overcome barriers.
- ▶ **Employment** – identification of an employment goal that is consistent with your strengths, resources, abilities, priorities, and interests.
- ▶ **Accommodations** – assistive technology, accessibility, college accommodations, and work site evaluations.
- ▶ **Training** – this may include academic training and college expenses (based on financial need), on-the job training, internships, job mentoring, and job coaching.
- ▶ **Job Placement** – develop resume writing skills and interview strategies, referral to jobs and job placement.

Students with disabilities may also receive Pre-Employment Transition Services (Pre-ETS) prior to applying for VR. To be eligible for Pre-ETS you must be not younger than 14 and in the 9th grade and not older than age 21. Pre-ETS include:

- ▶ Job exploration counseling
- ▶ Work-based learning opportunities
- ▶ Counseling on post-secondary educational opportunities
- ▶ Workplace readiness training
- ▶ Instruction in self-advocacy

QUENTIN N. BURDICK JOB CORPS CENTER

Job Training and Career Placement



Job Corps is the nation's oldest and most successful job training program for young adults, ages 16 through 24. Operating year-round, Job Corps provides the chance to finish high school, learn a trade and even start college. Job Corps is a structured, residential program that focuses on learning life skills and employability, in addition to education and training.



ACADEMIC TRAINING

- Basic literacy and math skills are important in any job; therefore, Job Corps will provide assessment testing after arrival to determine if you need some additional skills support in areas such as reading and math.
- Students can obtain their GED or high school diploma; Burdick offers several options to achieve academic credentials.

TECHNICAL TRAINING

- Office Administration
- Culinary Arts/Food Service
- Nursing Assistant/Home Health Aide (NA/HHA)
- Carpentry
- Building Construction Technology
- Light Engine Repair
- Welding
- Advanced Training (college) at Dakota College at Bottineau or Minot State University
- Advanced Medical Program through Dakota College at Bottineau

Following completion of one of the above trades, graduates from Burdick may also be eligible for one of Job Corps' advanced training programs in locations such as Minneapolis, Minnesota; Kansas City, Missouri, or San Francisco, California. Advanced training opportunities are available for almost every trade. After graduation from the Quentin N. Burdick Job Corps Center, Career Transitions Services (job placement assistance) is available for students for up to a year.

In addition to high school and career technical training, Burdick Job Corps provides the following:

- Career Success Standards (employability) Training
- A living allowance with free room and board
- Basic medical and dental care
- Drivers Education
- Work Experience (known as work-based learning)

Job Corps is a structured job training program that just might be the best option for YOU; and Job Corps is **FREE** to those who qualify! Contact your local Admissions Counselor by calling **1-701-857-9600**.

To learn more about Job Corps, check out our website at <https://quentinnburdick.jobcorps.gov> or find us on Facebook.



AMERICORPS

Are you ready to make a difference?

When you join AmeriCorps, your energy, ideas, and talents will be used to help others. You will learn teamwork, leadership, responsibility, and other essential skills through the AmeriCorps real-life education and work experience. AmeriCorps Programs provide service in one or more focus areas that include disaster services, economic opportunity, education, environmental stewardship, healthy futures, and veterans and military families.

AmeriCorps State Programs are open to U.S. citizens, nationals, or lawful permanent resident aliens ages 17 and older. Members may serve full-time or part-time over a period not to exceed 12 months.

After completing your term of service, you will receive a Segal AmeriCorps Education Award to help pay for college, graduate school, vocational training, or to repay student loans.

For more information, visit

www.americorpsnd.com



NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

ADULT EDUCATION

Adult Education provides free classes and programs that help adults over the age of 16 obtain basic educational skills needed to be productive workers, family members, and citizens.





GED... GET IT NOW!



The US Census data estimates 1 in 10 individuals in North Dakota are without a high school diploma. Individuals who receive a GED will earn approximately \$10,000 (nationally) more annually than those who do not. This, in turn, improves an individual's economic status, spending patterns, and tax contributions. North Dakota needs every able body in the workforce – a GED can provide you the skills to make a difference and launch a new career. Earn your GED now and reap the rewards. Please visit <https://ged.com> for more information on the GED.



EACH ADULT LEARNING CENTER PROVIDES INSTRUCTION FOR

-  reading/language arts, math, science, social studies, keyboarding, and computer literacy;
-  English Language Learners (ELL) for New Americans and citizenship preparation;
-  the GED exam; *and*
-  college and career readiness.



ADULT LEARNING CENTERS

BISMARCK

Bismarck Public Schools
701-323-4530

GRAND FORKS

Grand Forks Public Schools
701-795-2777

DEVILS LAKE

Lake Region State College
701-662-1568

MINOT

Minot Public Schools
701-857-4488

DICKINSON

Dickinson Public Schools
701-456-0008

VALLEY CITY

Sheyenne Valley Area CTC
701-845-0256

FARGO

Fargo Public Schools
701-446-2807

WILLISTON

Williston State College
701-774-4221

Visit www.nd.gov/dpi/education-programs/adult-education-ged for more information on Adult Education in ND.

NORTH DAKOTA

Academic, Career & Technical Education, and North Dakota Scholarship Programs

Students who are residents of North Dakota may apply for the **ND Academic Scholarship**, **ND Career and Technical Education Scholarship**, or the new **North Dakota Scholarship** their senior year. Students may only receive **ONE** of the three scholarships. On April 19, 2021, Governor Doug Burgum signed Senate Bill 2289, creating the **North Dakota Scholarship**. The requirements of the new North Dakota Scholarship are aligned to **North Dakota's Choice Ready initiative**, in which the goal is for students to graduate with the essential skills to be successful in their chosen path in life and be postsecondary ready, workforce ready and/or military ready. Senate Bill 2289 also calls for the North Dakota Scholarship to completely replace the ND Academic Scholarship and the ND CTE Scholarship after the 2023-2024 school year.

Students meeting the requirements of the ND Academic Scholarship, ND CTE Scholarship or the North Dakota Scholarship are eligible to receive a scholarship of up to **\$6,000** to be used within six academic school years after graduation from high school. The amount of each scholarship is \$750 per semester or \$500 per quarter based on full-time enrollment in an accredited higher education institution in the state. (For purposes of eligibility, "full-time" is defined by the institution the student is attending.) The scholarship may be used at public and private universities, as well as private career schools.

The scholarship is renewable provided the student is:

- enrolled full-time in North Dakota
- maintains a 2.75 GPA while attending college
- maintains progress toward degree completion

North Dakota seniors must apply by **June 3, 2022**. Students will need to plan their high school coursework and other related activities carefully to meet all eligibility requirements within the four years of high school. Students are also encouraged to visit with their school counselor regarding the Academic, CTE, and North Dakota Scholarships.

Common Requirements for ALL Scholarships

- § **North Dakota residency.**
- § **Graduate from a high school in ND;** from a high school in a bordering state in accordance with NDCC Chapter 15-29; from a nonpublic high school in a neighboring state while the student resides with a custodial parent in ND; or complete a program of home education supervised in accordance with NDCC Chapter 15.1-23.
- § **Complete the diploma requirements.**

Eligibility Requirements and Application

For a complete listing of eligibility requirements for each scholarship program, or for an application, visit www.nd.gov/dpi/parentscommunity/students/academic-and-cte-scholarship or call 701-328-2244.

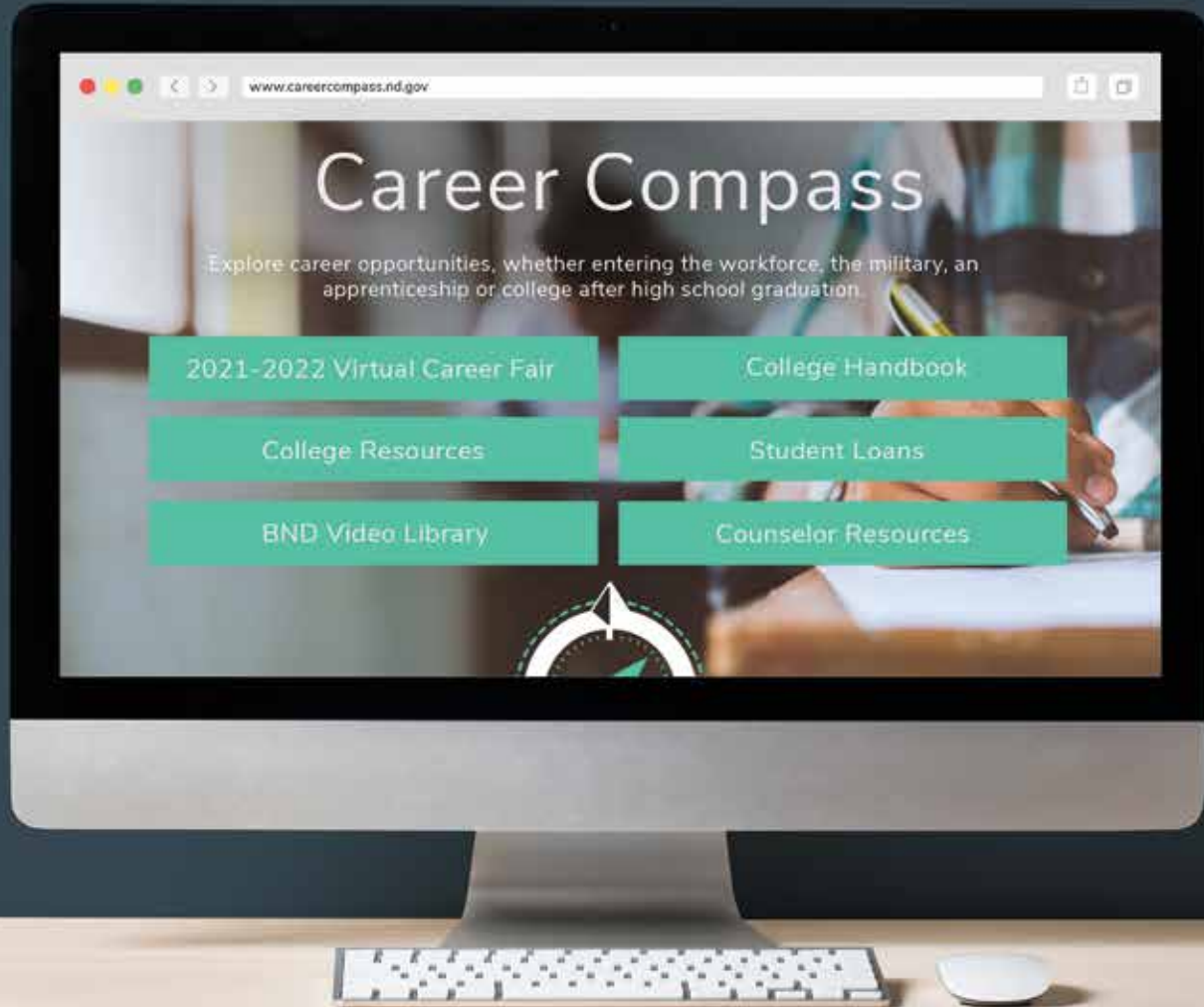
Scholarship Timeline

- § **Students in the classes of 2022, 2023, and 2024** may qualify for the scholarship using the Academic, CTE, or North Dakota Scholarship Requirements.
- § **Starting with the Class of 2025**, students may only qualify for the scholarship using the North Dakota Scholarship Requirements. The Academic and CTE Scholarships will sunset after the Class of 2024 graduates.

Your one
Tap, Push or Click

go-to resource to figure out what is next
after high school.

www.careercompass.nd.gov



North Dakota Postsecondary Programs



2021-22 Estimated On-Campus Budgets FOR RESIDENT DEPENDENT STUDENTS

	School	City	Website	Phone Number	Tuition & Fees	Books & Supplies	Room & Board	Total
NDUS 2-Yr.	Bismarck State College	Bismarck	bismarckstate.edu	701-224-5400	\$5,928	\$1,000	\$7,124	\$14,052
	Dakota College at Bottineau	Bottineau	dakotacollege.edu	701-228-2277	\$5,173	\$1,000	\$7,832	\$14,005
	Lake Region State College	Devils Lake	lrsc.edu	701-662-1600	\$5,000	\$1,000	\$6,950	\$12,950
	North Dakota State College of Science	Wahpeton	ndscs.edu	701-671-2191	\$5,646	\$1,000	\$6,668	\$13,314
	Williston State College	Williston	willistonstate.edu	701-774-4248	\$4,353	\$1,100	\$7,890	\$13,343

NDUS 4-Yr.	Dickinson State University	Dickinson	dickinsonstate.edu	800-279-4295	\$9,118	\$1,200	\$7,500	\$17,818
	Mayville State University	Mayville	mayvillestate.edu	800-437-4104	\$7,623	\$1,000	\$8,955	\$17,578
	Minot State University	Minot	minotstateu.edu	701-858-3000	\$8,164	\$1,100	\$6,892	\$16,156
	North Dakota State University	Fargo	ndsu.edu	701-231-7537	\$11,500	\$800	\$9,078	\$21,378
	University of North Dakota	Grand Forks	und.edu	701-777-1234	\$10,596	\$800	\$9,922	\$21,318
	Valley City State University	Valley City	vcsu.edu	701-845-7541	\$8,188	\$1,100	\$7,078	\$16,366

Private	Burdick Job Corps Center	Minot	quentinnburdick.jobcorps.gov	701-857-9600	See page 59 for more information.			
	Lynnes Welding Training, Inc.	Bismarck	learntoweld.com	701-751-4256	\$13,875	\$1,150	\$4,152	\$19,177
	Lynnes Welding Training, Inc.	Fargo	learntoweld.com	701-373-0658	\$16,875	\$1,150	\$5,172	\$23,197
	Rasmussen College	Fargo	rasmussen.edu	800-817-0009	Contact Rasmussen College for more information.			
	Trinity Bible College & Graduate School	Ellendale	trinitybiblecollege.edu	701-349-5416	\$17,686	\$1,000	\$7,448	\$26,134
	University of Jamestown	Jamestown	uj.edu	701-252-3467	\$23,498	\$1,300	\$8,316	\$33,114
	University of Mary	Bismarck	umary.edu	701-355-8142	\$20,628	\$1,014	\$7,990	\$29,632

Tribal	Cankdeska Cikana Community College	Fort Totten	littlehoop.edu	701-766-4415	\$1,975	\$700	\$2,875	\$5,550
	Nueta Hidatsa Sahnish College	New Town	nhsc.edu	701-627-8031	\$3,870	\$2,250	\$10,440	\$16,560
	Sitting Bull College	Fort Yates	sittingbull.edu	701-854-8000	\$4,010	\$1,200	\$3,834	\$9,044
	Turtle Mountain Community College	Belcourt	tm.edu	701-477-7862	\$2,050	\$400	\$3,664	\$6,114
	United Tribes Technical College	Bismarck	uttc.edu	701-255-3285	\$4,482	\$3,000	\$5,100	\$12,582

Cosmetology/Barber	Josef's School of Hair, Skin & Body	Fargo & Grand Forks	josefsschoolofhairdesign.com	701-235-9910	\$17,000	\$1,800	\$8,000	\$26,800
	Moler Barber College of Hair Styling	Fargo	molerbarberfargo.com	701-232-6773	\$8,145	\$855	\$4,500	\$13,500
	Skill Cutz Barber College	Fargo	skillcutzcollege.com	701-532-1892	Contact Skill Cutz for more information.			
	The Hair Academy	Bismarck	thehairacademynd.com	701-255-3547	\$11,720	\$1,599	\$12,650	\$25,969
	The Salon Professional Academy	Fargo	tspafargo.com	701-478-1772	\$17,790	\$3,050	\$6,314	\$27,154

Note: Totals do not include personal, recreational, or miscellaneous costs which average approximately \$3,500. Costs may be different for specialized programs. Contact the college/program for more information about all costs and what is included.

R UReady.ND.gov – Career Planning, High School Planning, College Planning & Financial Aid Planning

U se your interests, skills, and values to search for careers that match you and create a Career Plan

R ecord and refine your 4-year Course Plan

E xplore postsecondary schools, programs, and degrees

A CT, SAT, PSAT, ASVAB, GED, & ACCUPLACER prep

D iscover scholarships and financial aid options

Y our Portfolio saves it all!

See Your School Counselor for More Information or Visit:
www.cte.nd.gov



Discover opportunities in North Dakota's energy industry using the Energy Module in RUReady.ND.gov and "Power Up Your Future"!



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Technical Education
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