

Office Assistant

311061
Technical Diploma

	Class of 2018 6 Months After Graduation	Class of 2013 6 Months After Graduation	Class of 2013 5 Years After Graduation
Total Number of Graduates	14	16	16
Number Responding	12	16	5
Total Employed	7	10	5
Percent Employed***	78%	91%	100%
Related Employment	4	10	5
Unrelated Employment	3	-	-
Seeking Employment	2	1	-
Not in Labor Market/Student	3	5	-
Employed in the District	7 of 7	8 of 10	5 of 5
Median Annual Salary	-	24,440	-
Average Annual Salary	31,200 (3)	23,920 (6)	33,183 (3)
Range of Annual Salary	28,080 - 34,320	16,640 - 28,080	28,912 - 41,600
Average Hourly Rate	15.00 (3)	11.50 (6)	15.95 (3)
Average Hours Per Week	40 (3)	38 (6)	39 (4)
Employed Full Time	3	6	4
Employed Part Time	1	4	1
Range of Hours Per Week	40 - 40	35 - 40	37 - 40

*** of those available for employment (number responding minus those not in the labor market)
() = number of graduates responding

Note: Similar job postings can be found under the Receptionist Technical Diploma program. The Office Assistant program is embedded in the Administrative Professional Associate Degree. Graduates are reported under the highest award obtained.

Job listed in Wisconsin TechConnect	Full-time	Part-time
FVTC District (5 counties):	322	89
New North (FVTC 5 counties + 13 Northeast WI counties):	409	190
Wisconsin:	969	480

Actual positions held by 2018 graduates:

Administrative Assistant, TIDI Products LLC, Neenah, WI
Conversion Specialist, Secura Insurance, Appleton, WI
Project Coordinator, Catalyst Construction, Appleton, WI

Salary and work hours are computed from records of respondents working 35 or more hours per week in a job related to their training. Graduates completing multiple programs in the same academic year are counted under the highest-level award only.