

OFFICE ASSISTANT

Technical Diploma

	CLASS OF 2008 6-MONTH	CLASS OF 2003	
		6-MONTH	5-YEAR
Number of graduates	23	12	12
Graduates responding	20	11	9
Not available for employment	5	0	3
Employed full-time in related occupations (Number providing full-time wage data)	4 4	5 4	3 2
Employed part-time in related occupations	4	1	2
Employed full-time in unrelated occupations	3	3	1
Employed part-time in unrelated occupations	2	1	0
Unemployed and actively seeking employment	2	1	0
Hourly salary range	9.00-14.00	7.50-11.00	14.00-14.00
Annual salary range	18,721-29,122	15,601-22,886	29,850-29,854
Median hours worked per week	40.0	40.0	41.0
Median annual salary	21,320	19,243	29,852
Median hourly salary	10.25	9.25	14.00

	CLASS OF 1998		
	6-MONTH	5-YEAR	10-YEAR
Number of graduates	16	16	16
Graduates responding	16	14	13
Not available for employment	2	0	0
Employed full-time in related occupations (Number providing full-time wage data)	5 3	8 7	9 9
Employed part-time in related occupations	1	2	1
Employed full-time in unrelated occupations	2	2	0
Employed part-time in unrelated occupations	5	2	3
Unemployed and actively seeking employment	1	0	0
Hourly salary range	7.00-8.99	9.75-14.45	7.50-24.81
Annual salary range	14,560-18,699	20,276-30,062	15,601-51,604
Median hours worked per week	40.0	40.0	40.0
Median annual salary	15,600	24,230	30,002
Median hourly salary	7.50	11.65	14.42

Related Job Openings Listed With NWTC in Fiscal Year 07-08	Full-Time		Part-Time	
	In NWTC District	In NWTC Region	Outside NWTC District & Region	
	145	553	246	332

2008 Graduates

Administrative Assistant: John Veriha Trucking, Inc, Marinette
 Customer Service Rep: Green Bay Area Chamber of Commerce, Green Bay
 Customer Service Rep: Menominee Credit Union, Menominee, MI
 Medical Records Associate: Rennes Health Center, Peshtigo
 Office Assistant: LE Jones Company, Menominee, MI
 Office Assistant: Mary Morgan, Green Bay
 Office Assistant: NWTC - Crivitz Regional Center, Crivitz
 Receptionist: Peshtigo Veterinary Service, Peshtigo

1998 Graduates

Administrative Assistant: Oneida Tribe of Indians of WI, Oneida
 Administrative Assistant: Bay Area Medical Center, Marinette
 Administrative Assistant: Chem Design, Marinette
 Administrative Assistant: Birch Hill Care Center, Shawano
 Administrative Assistant: Aurora BayCare, Marinette
 Analyst: Employers Health Insurance, De Pere

Human Resource Specialist: Exel, Green Bay
 Office Assistant: Ansul Incorporated, Marinette
 Scheduler: Aurora Health Care, Peshtigo
 Secretary: Resurrection Catholic Church, Green Bay

PARALEGAL

Associate Degree

	CLASS OF 2008 6-MONTH	CLASS OF 2003	
		6-MONTH	5-YEAR
Number of graduates	29	26	26
Graduates responding	28	25	20
Not available for employment	4	2	1
Employed full-time in related occupations (Number providing full-time wage data)	9 9	14 9	14 13
Employed part-time in related occupations	1	2	0
Employed full-time in unrelated occupations	11	6	3
Employed part-time in unrelated occupations	2	1	2
Unemployed and actively seeking employment	1	0	0
Hourly salary range	11.00-19.23	8.50-21.16	12.00-24.04
Annual salary range	22,886-40,003	17,677-44,014	24,962-50,008
Median hours worked per week	40.0	40.0	40.0
Median annual salary	28,082	25,478	30,786
Median hourly salary	13.50	12.25	14.80

	CLASS OF 1998		
	6-MONTH	5-YEAR	10-YEAR
Number of graduates	9	9	9
Graduates responding	9	8	7
Not available for employment	0	0	0
Employed full-time in related occupations (Number providing full-time wage data)	5 4	6 5	5 5
Employed part-time in related occupations	1	0	0
Employed full-time in unrelated occupations	2	2	1
Employed part-time in unrelated occupations	0	0	1
Unemployed and actively seeking employment	1	0	0
Hourly salary range	8.22-13.68	19.35-22.84	14.42-31.52
Annual salary range	19,235-32,011	29,018-47,500	30,752-67,205
Median hours worked per week	45.0	40.0	41.0
Median annual salary	24,804	39,999	45,514
Median hourly salary	10.60	19.23	21.35

Related Job Openings Listed With NWTC in Fiscal Year 07-08	Full-Time		Part-Time	
	In NWTC District	In NWTC Region	Outside NWTC District & Region	
	12	14	83	24

2008 Graduates

Administrative Assistant: State of WI Corrections Dept, Crandon
 Collection Specialist: Capital Credit Union, Kimberly
 Legal Assistant: Humana Employers Health, De Pere
 Legal Assistant: Dairy Business Associates, Oneida
 Paralegal: Nell & Associates SC, De Pere
 Paralegal: Herrling Clark Law Firm, Appleton

Paralegal: Geimer Law Offices SC, Green Bay
 Paralegal: Hooper Law Office, Appleton
 Paralegal: Gerbers Law SC, Green Bay
 Paralegal: Menard Law Office, Shawano

1998 Graduates

Closing Agent: Bay Title, Green Bay
 Manager: United Health Group, Green Bay
 Office Manager: Parins Law Firm, Green Bay
 Paralegal: Walsh & Walsh, De Pere
 Paralegal: Aiken & Scopur, Milwaukee