Put Yourself on the Map: How to Use this Brochure
Like any map, this Career Map helps you find your way to new places – in this case, a bunch of careers within one specific industry. (An industry is a loosely defined area of businesses engaged in similar work.) As you read, ask yourself: what are some sample career paths that people can follow? Where can I find people who can help me learn more about this field? Do you work the same schedule every week, or does it change? How likely are you to work the same tasks every day or do you do something different every day? How much reading, writing or math do you do in your job? How much computer time do you spend in your job? What is the income potential for this field? What are the education and training requirements? How much travel is involved in this field? How much responsibility do you have in this job? What are the working conditions in this job? What kind of work experience is helpful for this job? How much advancement opportunity is available in this field? How secure are the employment prospects in this field? What are the best career options after you leave this field? How much time should I spend in college or training to become qualified for this field? What is the future outlook for this field? For more information on careers in this industry:
http://www.financialcareers.com/ For general career information about insurance careers:
http://www.financialcareers.com/healthcarefinancialcareers.html

Types of Employment

<table>
<thead>
<tr>
<th>SOURCE/WEBSITE</th>
<th>SCHEDULE</th>
<th>WAGE/SALARY</th>
<th>PAYMENT</th>
<th>COMMON BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>Usually 40-hour work week</td>
<td>Usually hourly</td>
<td>Usually bi-weekly</td>
<td>Usually none</td>
</tr>
<tr>
<td>Part-Time</td>
<td>Usually less than 35 hours per week</td>
<td>Usually hourly</td>
<td>Usually bi-weekly</td>
<td>Usually none</td>
</tr>
<tr>
<td>Temp</td>
<td>Usually employed by company</td>
<td>Usually hourly</td>
<td>Usually bi-weekly</td>
<td>Usually none</td>
</tr>
<tr>
<td>Per Diem</td>
<td>Usually employed by company</td>
<td>Usually hourly</td>
<td>Usually bi-weekly</td>
<td>Usually none</td>
</tr>
<tr>
<td>Self-employed</td>
<td>Varies</td>
<td>Varies</td>
<td>Varies</td>
<td>Typically higher than comparable non-union positions</td>
</tr>
<tr>
<td>Employee</td>
<td>Varies</td>
<td>Negotiate rate of pay with client</td>
<td>Usually paid an hourly wage</td>
<td>As negotiated by the union with the employer on behalf of members</td>
</tr>
</tbody>
</table>

Find someone who works in the industry – ask your friends, parents, teachers and neighbors if they can introduce you.

Before you meet with the person, reread the brochure and write down any questions you have, for example:
- What do you spend your day doing in this job?
- How did you get started in this field?
- How much reading, writing or math do you do in your job?
- How much computer time do you spend in your job?
- Do you have a routine set of tasks you do every day or do you do something different every day?
- Do you work the same schedule every week, or does it change?
- What courses would I take in high school or college to prepare for this job?
- What is my next step after high school if I am interested in this field?
- Where can I get more information that can help me learn more about this field? Make sure to thank the person you met with; it will be on your way. For more information about this industry and many other, you can visit www.careerbureau.ny.gov

What Is This Field?
Finance companies invest the banking, insurance and accounting needs of people and organizations from all over the world. New York City is a world capital of the financial services industry. There are about 11,000 financial services and accounting firms that employ about 350,000 people in New York City.

What Are Some Sample Career Paths That People Can Follow?
Within the banking sector, a career path might begin in a legal and change, be loan officer, and, with additional education and experience, to become manager or branch manager. Those who have business management or MBA degrees may also be hired as managers, and many are promoted to sales and executive positions.

In the insurance industry, career paths can lead to sales positions in a number of related fields. There are many different careers available in the insurance industry, from entry-level positions to management positions. People in these positions are more likely to be promoted to higher positions.

In the accounting sector, careers can begin after high school with a bookkeeper or tax preparer, but in order to qualify for most of the jobs, especially that of accountant, a bachelor’s degree is needed. Accountants with the Certified Public Accountant (CPA) credential, which requires both experience and passing a test, have more opportunities. They can specialize in different areas of accounting, such as tax, audit, or business planning.

For Who Should Work In This Field?
Almost all of the well-paying jobs in this field require at least a college degree, and people who are interested in economics, business, or math, then you might want to consider working in financial advising services. Almost all of the jobs in this field require very strong math skills and an ability to work well with data and charts. Attention to detail and good communication skills are also important. People who are very comfortable using computers, doing research, and looking at computer applications to make complicated calculations. People who have strong math skills and are good at calculating and managing people are the most likely to be promoted to management positions. As a financial analyst or a financial advisor, you may be able to work in a variety of settings, including banks, insurance companies, investment firms, government agencies, and even your own business.

Finding Someone Who Works in the Industry
For more information on careers in this industry:

http://www.bls.gov/k12/ For general career information about insurance careers:

Who Should Work In This Field?
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Who Should Work In This Field?
Banking and Finance

Insurance

DUTIES: 
- Maintain records of assets, liabilities, income, and expenses for a company or individual.
- Prepare financial statements and reports.
- Analyze financial data to identify trends and opportunities for growth.
- Ensure compliance with relevant laws and regulations.

PAY RANGE: $10,000 to $15,000 per hour

Customer Service Representative

DUTIES: 
- Help customers resolve issues and concerns about their insurance policies.
- Answer questions about the insurance process.
- Manage claims and document any necessary paperwork.

PAY RANGE: $12,000 to $18,000 per year

Insurance Underwriter

DUTIES: 
- Analyze and evaluate the risk to the company.
- Determine whether to approve or reject an insurance application.
- Set premium rates.

PAY RANGE: $18,000 to $25,000 per year

Marketing Manager

DUTIES: 
- Develop marketing plans and programs for the company.
- Plan, coordinate, and implement advertising campaigns.
- Monitor sales performance and adjust strategies as needed.

PAY RANGE: $25,000 to $50,000 per year

Network and Computer Systems Administrator

DUTIES: 
- Install, configure, and support an organization's network and computer systems.
- Maintain and troubleshoot network and computer systems.

PAY RANGE: $27,000 to $35,000 per year

Business Consultant

DUTIES: 
- Advise and consult with businesses on various topics.
- Develop plans and strategies for business growth.

PAY RANGE: $45,000 to $65,000 per year

Information Technology (IT)

Occupations

DUTIES: 
- Plan, design, and implement computer systems and networks.
- Maintain and monitor computer systems and networks.

PAY RANGE: $45,000 to $70,000 per year

Banking, financial, insurance, and accounting are all about managing money.

- Most jobs in this field require at least a Bachelor’s degree.
- Finance and insurance are good fields for people who are good at math and sales.
- Finance, also known as “Wall Street,” is one of the highest paying industries in New York City and there is a lot of competition for jobs.

- Banking requires attention to detail and a lot of customer contact.
- Good communication and people skills are just as important as math skills in the insurance industry.

- Accounting requires excellent analytical skills and a firm grasp of rules and regulations.

MAP KEY

- Expected to grow faster than average between now and 2020.
- Experience and/or Bachelor’s Degree required.
- Bachelor’s Degree plus Experience.
- High school diploma required.
- Needed.
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