## Types of Employment

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SCHEDULE</th>
<th>WAGE/SALARY</th>
<th>PAYMENT</th>
<th>BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>Usually 35+</td>
<td>Steady</td>
<td>Hourly</td>
<td>Usually none</td>
</tr>
<tr>
<td>Part-Time</td>
<td>Usually 15</td>
<td>May vary</td>
<td>Hourly</td>
<td>Usually none</td>
</tr>
<tr>
<td>Temp</td>
<td>As available</td>
<td>May vary</td>
<td>Hourly</td>
<td>Usually none</td>
</tr>
<tr>
<td>Self-employed</td>
<td>Varies</td>
<td>Varies</td>
<td>Negotiate role of pay with client</td>
<td>As negotiated by the union with the employer on behalf of members</td>
</tr>
</tbody>
</table>

### How to Use This Brochure

Put Yourself on the Map:

- Send a thank you note, and before long you’ll be on your way.
- For more information about this industry and neighborhoods if they can introduce you.
- Look into the industry – ask your friends, parents, teachers and neighbors if you can introduce them. Ask if they are willing to talk with you for a few minutes. This is called an “informational interview.” You’re not asking them to find you a job; you’re only asking to listen and learn about their experience. If you ask in a professional manner, many people are happy to speak with you. (If you’re nervous about this, tell a guidance counselor or parent to help you.

Before you meet with the person, reread the brochure and write down any questions you have, for example:

- What do you do your day doing this job?
- How did you get started in this field?
- How much reading, writing or math do you do in your job?
- How do people dress at the workplace?
- 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 find people who can help me learn more about this field?

Make sure to send a thank you note, and in no time you’ll be on your way. For more information about this industry and many others, you can visit Careeres nye.gov.

### What is Information Technology (IT)?

Every industry needs to collect, analyze, and manage information. The IT industry is all about using technology to do just that. New York City is home to large and small IT companies. Some companies specialize in computer systems. Others develop consumer “apps” like games and social networking. Still, others specialize in IT within other industries like healthcare and finance. Every industry needs to collect and manage information so people with IT skills can find jobs in almost any industry.

There are software and hardware jobs in IT. Hardware jobs deal with computer systems and networks. With more people using smartphones and tablets, the number of hardware jobs has increased even more. Computer engineers design and develop computer systems—the physical structures of a computer such as circuits, networks etc. Software engineers develop programs that run on the hardware. Software jobs have grown because of the Internet.

Entry-level jobs include help desk specialists and field technicians. Help desk specialists work with users to solve their technological problems. Field technicians install equipment for users. Currently, there is a huge demand for higher-level IT positions and the demand is expected to increase in the future. Examples of higher-level IT positions include programmers and web developers. As a result, you will need to learn more about the interview process for technology jobs. More important, you will need to communicate your knowledge and skills in a way that will impress potential interviewers.

More tips for interviewing for a job.

### For information about the NYC Department of Education CTE Programs:

http://schools.nyc.gov/ChoicesEnrollment/CTE/ParentsandStudents/default.htm

http://CTECoordination.org

For additional information:

http://computingcareers.acm.org

http://www.bls.gov/oco/ocos305.htm


Where can I get additional general information on careers?

For careers in New York State: www.careeres.ny.gov

For general career information, including videos of nearly 550 careers: www.acinet.org

For general career information, visit: www.bls.gov/oh/12/

Office of Postsecondary Readiness (OPSR)

New York City Department of Education

52 Chambers Street

New York, NY 10007
<table>
<thead>
<tr>
<th>Technical Jobs</th>
<th>Sales and Marketing Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Designer</strong></td>
<td><strong>Minimum Duties:</strong></td>
</tr>
<tr>
<td>- Develops, creates, and reviews general computer applications software or specialized programs that address client needs. PAY RANGE: $70,000 to $154,000 per year</td>
<td>- Installs, configures, monitors and supports all IT products or service to the customer. PAY RANGE: $150,000 to $260,000 per year</td>
</tr>
<tr>
<td><strong>Network and Systems Administrator</strong></td>
<td><strong>DUTIES:</strong></td>
</tr>
<tr>
<td>- Manages and updates databases, core tools of the system and knows database management systems to improve operations. PAY RANGE: $67,000 to $104,000 per year</td>
<td>- Manages the analysis and transcription of medical charts and forms as required by law or for use in research and/or Postgraduate Degree</td>
</tr>
</tbody>
</table>