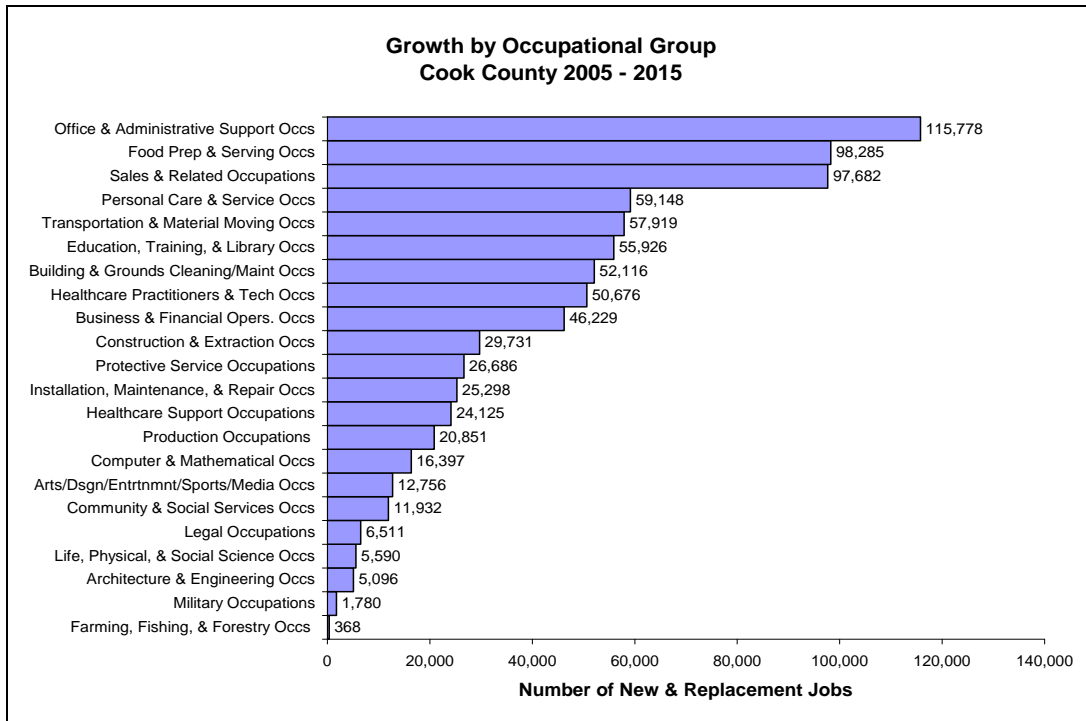


# Office and Administrative Support Professionals—In Demand!

The Cook County economy will require more than 3 million workers by the year 2015 with more than 820,000 workers filling new or replacement jobs. Job growth between 2005 – 2015 is shown below by occupational group.



**Throughout 2015 the largest growth will occur within the Office and Administrative Support occupational group** followed by Food Preparation and Serving, Sales & Related Occupations, Personal Care & Service Occupations, and Transportation & Material Moving Occupations.

The Office and Administrative Support occupational group consists of a variety of occupations including:

- Supervisors, Office & Admin Support Workers
- Communications Equipment Operators
- Secretaries & Administrative Assistants
- Material Recording, Scheduling, Dispatching & Distributing Occupations
- Financial Clerks
- Information & Record Clerks

For more information on preparing for these positions, contact the following:

Jane Corradetti	708-974-5463	<a href="mailto:Corradetti@morainevalley.edu">Corradetti@morainevalley.edu</a>
Carol Straka	708-974-5712	<a href="mailto:Straka@morainevalley.edu">Straka@morainevalley.edu</a>
Michelle August	708-974-5622	<a href="mailto:August@morainevalley.edu">August@morainevalley.edu</a>