## CAREER PATHWAYS FOR ADULT EDUCATION

# **ABOUT CAREER PATHWAYS**

Career Pathways combine education, work readiness and job training to attain necessary skills and credentials for specific in-demand occupations or industries. Career Pathway maps illustrate how students can move along a career path in a specific occupational area from adult education through post-secondary or advanced job-training programs and into employment. To advance along a career pathway more quickly, explore opportunities to participate in education and training concurrently. It is suggested that this map be used in conjunction with information on specific education and training programs in Wyoming or in your local area.

Retail Trade

Business, Management & Technology Career Cluster

**Sector Description:**

Retail is the process of selling consumer goods or services to customers through multiple channels of distribution

to earn a profit. The retail sector is diverse and includes everything from department stores to restaurants to pet

food stores. Typically, retail industry companies simply sell products that were made by other companies who

manufacturer or distribute them without altering or editing those products

 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Sample Entry or Certificate Options**

Retail Associate

**Sample Advanced or Degree Options**

Store Manager

 **Sequential -or- Concurrent**

Bank Teller

Digital Forensics Analyst

#### Adult Education

-Core Skills: Reading, Writing, Math, Science

-English Language Skills

-Career Exploration & Planning

-High School Equivalency Preparation

-Employability Skills & Digital Literacy

-Integrated Education and Training

-Work Experience Trainings

Computer User Support Specialist

General Office Clerk

Accountant

Bookkeeper

Custom Service Representative

Area Manager

Administrative Assistant

Sales Team Leader

##### Additional Occupational Options

* Retail Buyer **Customized Pathway-Jobs/Courses**
* RaiL Loss Prevention Specialist
* Merchandiser
* E-commerce Salesperson
* Inventory Associate
* Warehouse Manager
* Cashier
* Stock Clerk

## CAREER PATHWAYS FOR ADULT EDUCATION- Retail Trade

**ADULT EDUCATION-High School Equivalency (HSE)**

**Median Wages: $10.49 Hourly / $21,818 Annual**

Many jobs require a high school diploma/equivalent. The official HSE tests (GED or HiSET)

require that students demonstrate proficiency in English, reading, writing, math, science

and social studies.

**SKILLS**

* read for comprehension
* understand math and its practical applications to the career
* using scientific rules & methods to solve problems
* effective oral and written communication skills
* strong critical thinking abilities: use of logic and reasoning to identify strengths and

weaknesses of alternative solutions, conclusions or approaches to problems.

* Digitally literate: proficient in Word, Excel and Powerpoint

RETAIL ASSOCIATE

Median Wages: $14.71 Hourly / $30,600 Annual

**Description**: Engage with customers and maintain a well-organized retail store, greet customers and provide them with recommendations on particular products, unpack product orders, maintain accurate inventory records, and perform routine cleaning procedures before and after business hours.

**Job Duties**

* Organize merchandise on shelves & restock them when they become empty
* Advise customers concerning particular products or services
* Perform routine inventory counts & submit report to the Store Manager
* Carry out other store administrative tasks as directed by the Store Manager

**BANK TELLER**

**Median Wages: $17.49 Hourly / $ $36,380 Annual**

**Description:**  Receive and pay out money. Keep records of money and negotiable instruments involved in a financial institution’s various transactions.

**Job Duties**

* Count & balance currency, coin, and checks in cash drawers at ends of shifts and calculate daily transactions, using computers, calculators, or adding machines
* Receive checks and cash for deposit, verify amounts, and check accuracy of deposit slips
* Resolve problems or discrepancies concerning customers’ accounts
* Obtain & process information required for the provision of services, such as opening accounts, savings plan, and purchasing bonds.

**OTHER OCCUPATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Median Wages:**

**Description:**

**Job Duties**

**SALES TEAM LEADER**

**Median Wages: $25.19 Hourly / $52,390 Annual**

**Description:** Assist customers with inquiries related to a company’s products and services, maintain adequate company and product knowledge to provide proficient service.

**Job Duties**

* Attend training sessions to grow knowledge or products & services and develop customer service skills
* Resolve phone, walk-in, mail, fax, and email customer inquiries
* Forward & escalate inquires to relevant individuals & departments
* Contact customers to give them accurate feedback on the progress of their inquiries
* Update customer information & maintain confidentiality of information

**STORE MANAGER**

**Median Wages: $32.25 Hourly / $55,102 Annual**

**Description:** Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations, develop policies, manage daily operations, and plan the use of materials and human resources, such as personnel, purchasing, or administrative services.

**Job Duties**

* Review financial statements, sales or activity reports, or other performance data to measure productivity or goal achievement or to identify areas needing cost reduction or improvement
* Direct & coordinate activities of business or departments concerned with the production, pricing, sales, or distribution of products
* Direct administrative activities directly related to making products or providing services.
* Monitor suppliers to ensure that they efficiently & effectively provide needed goods or services within budgetary limits and policies

**AREA MANAGER**

**Median Wages: $61.84 Hourly / $128,620 Annual**

**Description:** Manage and lead retail store managers in a given geographic area to maximize sales and profitability, develop and implement policies for area stores..

**Job Duties**

* recruit, hire and train new managers in their direct area
* Offer consultation & recommendations to store managers on overcoming operations challenges
* Monitor sales & work toward meeting quarterly objectives
* Minimize cost & labor by reviewing schedules & inventory use
* Visit stores to evaluate operations, cleanliness & efficiency of each are requirements.