

Pathfinders Guidance Series 2.1

CAREER DISCOVERY

The Gift of Administration

Pathfinders Educational Trust

Acknowledgements

A lot of work has been done in the area of career guidance and counseling. This effort to help the youth of Ghana especially in the area of career guidance is based on foundational research work which has been done elsewhere in the world. The authors of this work have developed this booklet based on the works of Don and Katie, and Farr and Shatkin (New guide for Occupational Exploration)

We are grateful to all who generously helped during the field-testing of this material to ensure that it is fit and appropriate for all users.

The authors and Pathfinders (PET) do make no representations or warranties with respect to the accuracy or completeness of the contents of this booklet. We wish to specifically disclaim all warranties, including without limitation warranties of fitness for a particular purpose.

Welcome Note to Users

Having discovered your major gifting, the next step in the Career Guidance exercise is that you are guided to discover the careers that are associated with your gift. With the help of your counselor you are to prayerfully select a career which you can make your goal. This particular booklet is designed for those for whom Giving is their primary gift.

The suggested careers for this gift have been listed under 16 Categories below. Some of the Categories may be of special interest to you. Beside most of the careers listed you will find the indications to show the degree or certainty of recommendation—HP (Highly Possible), VP (Very Possible) and P (Possible).

We have tried to explain your gifting and the categories under which various careers have been listed.

It is hoped that by the time you finish going through this booklet you will be ready to make your career goal that will lead you to the next stage—Discovering the programs or areas of study that you must pursue to achieve your career goal.

Career Categories

- A. Agriculture and Natural Resources
- B. Architecture and Building Construction
- C. Art and Communication
- D. Business and Administration
- E. Education and Training
- F. Finance and Insurance
- G. Government and Public Administration
- H. Health Science
- I. Hospitality, Tourism and Recreation
- J. Human Service
- K. Information Technology
- L. Law and Public Safety
- M. Manufacturing
- N. Retail & Wholesale Sales and Service
- O. Scientific Research, Engineering and Mathematics
- P. Transportation, Distribution and Logistics



The Gift of Administration

The administrator is the one who finds the work of leadership easy to do. He is highly motivated to give leadership and direction. He meets the functional needs of the church or the organization. He raises their vision.



CAREERS FOR GIFT A

A. Agriculture and Natural Resources

With scientific curiosity in this field, one can work or study in the area of farming, fishing, mining, landscaping, forestry and other related areas. If you have management ability, you can pursue business in these fields.

Buyer VP

Conservationist VP

Meteorologist VP

Botanist P

- Park and Gardens Manager P
- Horticultural Worker P
- Plant Scientist

Farmer P

Geographer P

Veterinarian

B. Architecture and Building Construction

With the ability to organize and plan, create and fix hardware, you can work as an architect, draftsman, plumber, carpenter, mason, painter, electrician and other areas related to designing, assembling and maintaining components of buildings and other structures.

Contractor HP

Architect VP

Builder VP

Surveyor P



C. Art and Communication

Do you love to creatively express your feelings or ideas, communicate news or information and perform? Writing, editing, journalism, public relations, acting, music or dance, painting, sculpture, ceramics or design products or visual displays, photography, broadcast production or dispatching are the career areas for you.

Advertising Executive HP
Air traffic Controller HP
Conductor (music) HP
Public Relations Director HP
Radio/TV Producer HP
Writer HP

- Copy Writer
- Creative Writer
- Technical Writer
- Poet and Lyricist

Composer VP

- Music Director
- Talent Director

Commercial Artist VP

- Commercial and Industrial Designer
- Exhibit Designer
- Merchandise Displayers
- Set Designer
- Metal Product Designer
- Make-up Artist (Theatrical and Performance)

Journalist VP

Proof-Reader VP

Radio/TV Announcer VP

Artist P

Auctioneer P

Fashion Designer P

Performing Artist P

Photographer P

Photographic Technician (Developer, Retoucher, Restorer)

Telephone Operator P



D. Business and Administration

You love to see a business organization function smoothly, to work with others, or have an interest in numbers, you can work with an NGO or government agency. Human resources, accounting, finance, budgeting and financial record keeping and related areas are possible career areas for you.

Business Owner HP

Dept. Store Manager HP

Hospital Administrator HP

Personnel Manager HP

- Human Resource Manager
- Personnel Recruiter
- Training and Development Specialist

Automobile Dealer VP

Business Consultant VP

Buyer VP

Writer HP

- Copy Writer
- Creative Writer
- Technical Writer
- Poet and Lyricist

Composer VP

- Music Director
- Talent Director

Commercial Artist VP

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Business Owner HP
Dept. Store Manager HP
Hospital Administrator HP
Personnel Manager HP

- Human Resource Manager
- Personnel Recruiter
- Training and Development Specialist

 Automobile Dealer VP
Business Consultant VP
Buyer VP

E. Education and Training

You love to teach other people. You can specialize in a particular academic area and choose a particular student group, such as children, youth, retirees and the physically challenged. You can also work in a library, museum where you would help others to expand people's understanding of the world.

College Professor HP

- Instructor (Remedial Education)
- Cultural Studies Teacher (Postsecondary/Tertiary)
- Art Teacher, Postsecondary/Tertiary)
- Drama Teacher (Postsecondary/Tertiary)
- Music Teacher (Postsecondary/Tertiary)
- Physical Science Teacher (Postsecondary/Tertiary)
- Biological Science Teacher (Postsecondary/Tertiary)

- Business Teacher, Postsecondary/Tertiary)
- Chemistry Teacher, Postsecondary/Tertiary)
- Computer Science Teacher (Postsecondary/Tertiary)
- Communications Teacher (Postsecondary/Tertiary)
- Economics Teacher (Postsecondary/Tertiary)
- Education Teacher, (Postsecondary/Tertiary)
- Engineering Teacher, (Postsecondary/Tertiary)
- English Language And Literature Teacher(Postsecondary/Tertiary)
- Environmental Science Teacher(Postsecondary/Tertiary)
- Foreign Language and Literature(Postsecondary/Tertiary)
- Forestry and Conservation Science Teacher(Postsecondary/Tertiary)
- Geography Teacher(Postsecondary/Tertiary)
- Health Science Teacher(Postsecondary/Tertiary)
- History Teacher(Postsecondary/Tertiary)
- Food Science/ Home Economics Teacher (Postsecondary/Tertiary)
- Law Teacher(Postsecondary/Tertiary)
- Mathematical Science Teacher(Postsecondary/Tertiary)
- Medical Science Teacher (Tertiary)
- Nursing Instructor and Teacher(Postsecondary/Tertiary)
- Philosophy and Religion Teacher(Postsecondary/Tertiary)
- Physics Teacher(Postsecondary/Tertiary)
- Political Science Teacher(Postsecondary/Tertiary)
- Psychology Teacher(Postsecondary/Tertiary)
- Social Work Teacher(Postsecondary/Tertiary)
- Sociology Teacher(Postsecondary/Tertiary)
- Vocational Education Teacher (Postsecondary)

Religious Education Director HP
School Administrator HP
Teacher (Physical Education) HP
Teacher (Art) P
Teacher (Business Education) P
Teacher (Foreign Language) P
Teacher (Drama) P
Teacher (Elementary) P

- Kindergarten Teacher
- Junior High School Teacher
- Preschool Teacher



- Secondary School Teacher
- Special Education Teacher, Junior High School
- Special Education Teacher, Preschool, Kindergarten and Elementary School
- Special Education Teacher, Senior High School
- Teaching Assistant
- Vocational Education Teacher, Junior High School
- Teacher (English) P
- Teacher (Home Economics) P
- Teacher (Mathematics) P
- Teacher (Music) P
- Theologian HP
- Curator VP

F. Finance and Insurance

Your greatest desire is to ensure that businesses have financial security. To find satisfaction, you can play a managerial role in this field. If you like gathering and analyzing information, you can work as a financial analyst or insurance appraiser, banker, insurance agent or customer care provider.

Market Researcher/Analyst HP

- Appraiser, Real Estate
- Assessor
- Claims Examiner, Property and Casualty
- Cost Estimator
- Credit Analyst
- Financial Analyst
- Insurance Adjuster, Examiner and Investigator
- Insurance Appraiser, Auto Damage
- Insurance Underwriter
- Loan Counselor
- Loan Officer
- Market Research Analyst
- Survey Researcher

Marketing Executive HP

Banker VP

Investment Fund Manager VP

Life Insurance Agent VP



- Advertising Sales Agent
- Insurance Sales Agent
- Personal Financial Advisor
- Sales Agent, Financial Services
- Sales Agent, Securities and Commodities

G. Government and Public Administration

Do you want to help government provide the needs of the public? You can serve in such areas that contribute to the role of government: public protection, law enforcement, clerical services and development planning, public sector management and related areas.

Ambassador HP

City Planner HP

Politician HP

School Administrator HP

Public Administrator HP

Inspector VP

- Police Detectives
- Police Patrol Officer
- Agricultural Inspector
- Aviation Inspector
- Child Support, Missing Persons and Unemployment Insurance

Fraud Investigator

- Customs Inspector/ Officer
- Environmental Compliance Inspector (Town Council Officer)
- Equal Opportunity Representative or Officer
- Financial Examiner
- Fire Inspector/ Fire Service Officer
- Fish Warden
- Forest Fire Inspector and Prevention Specialist
- Government Property Inspector or Investigator
- Game Warden/ Wild Life Officer
- Licensing Examiner
- Marine Cargo Inspector
- Mechanical Inspector
- Motor Vehicle Inspector
- Nuclear Monitoring Technician
- Occupational Health and Safety Specialist



- Pressure Vessel Inspector
 - Railroad Inspector
 - Tax Examiner
 - Tax Collector
 - Revenue Agent
- Civil Servant P

H. Health Science

You love to provide healthcare needs of people and animals. You can work as a Doctor, specializing in a particular part of the body or be a generalist, a therapist, or nurse. With an interest in technology, X-rays and new methods of diagnosis are possible career areas.

Chiropractor VP -Specialist in bone alignment

Doctor VP

Optometrist VP

Physician VP

Psychiatrist VP

Psychologist VP

Dentist P

- Oral and Maxillofacial Surgeon
- Orthodontist
- Prosthodontist

Dietician P

Paramedic P

- Orderly/ ward Assistant
- Athletic Trainer
- Embalmer
- Environmental Health Officer

Pharmacist P

- Assistant Pharmacist
- Pharmacy Technician
- Dispensary Technician

Speech Therapist P



I. Hospitality, Tourism and Recreation

You concern yourself with the personal needs of others, such as hygiene, good food and drink, comfortable lodging away from home and recreation. Services in hotels, restaurants, airplanes, beauty parlors etc are areas to satisfy this interest. Enjoy sports or games? Work for an athletic team.

Hotel Manager HP

Recreation Director HP

Restaurant Manager HP

Travel Agent HP

Cook P

- Baker (Bread, Pastries)
- Butcher
- Chef
- Cook (Fast Food)
- Cook (Institution, Cafeteria and Restaurant)
- Food Preparation Assistant

Flight Attendant P

J. Human Service

Your priority is helping others improve their social, mental, emotional or spiritual well-being.

Counseling, social work, religious work, taking care of children or the elderly as well as investigating to identify the social needs of others are possible career areas.

Guidance Counselor HP

- Clinical Psychologist
- Marriage and Family Counselor
- Mental Health Counselor

Minster HP

Religious Education Director HP

Missionary VP

Social Worker P

- Social Worker (Child, Family, School)
- Social Worker (Medical and Public Health)
- Social Worker (Mental Health and Substance Abuse)



- Probation Officer and Correctional Treatment Specialist
 - Rehabilitation Counselor
 - Social and Human Service Assistants
- Evangelist P

K. Information Technology

You are interested in designing, developing, managing and supporting information systems. You can work with hardware, software, multimedia, or integrated systems, helping resolve complex problems as a software engineer or systems analyst, servicing computers, machines like ATMs, cash registers etc.

Computer Programmer VP

L. Law and Public Safety

You love to uphold people's rights, protect life and property by using authority and enjoy inspecting or investigating. You can work in law, law enforcement, fire fighting, military, crime investigation and other related fields.

Judge HP

Lawyer HP

Military Officer HP

- Air Crew Officer
- Aircraft Launch and Recovery Officer
- Armored Assault Vehicle Officer
- Artillery and Missile Crew Officer
- Command and Control Center Officer
- Infantry Officer
- Radar and Sonar Technician
- Special Force Officer

Criminologist VP

- Criminal Investigator
- Forensic Science Technician



M. Manufacturing

Your interest is in processing raw materials into intermediate or finished products by using machines and hand tools. You can work in industry, utility companies and related agencies, cutting and grinding metal and plastics parts into shapes, assembling, moving, installing, or repairing devices. You could manage workers in this field if leadership appeals to you.

Manufacturer

Printer VP

- Bindery Machine Operator
- Camera Operator
- Design Printing Machine Operator
 - Desktop Publisher
 - Dot Etcher
 - Electronic Masking System Operator
 - Electrotyper
 - Stereotyper
 - Embossing Machine Operator
 - Engraver Operator
 - Engraver (Hand)
 - Engraver (Carver)
 - Etcher (Hand)
 - Film Laboratory Technician
 - Hand Compositor and Typesetter
 - Job Printer
 - Letterpress Operator
 - Marking And Identification Printing Machine Operator
 - Offset Lithographic Press Operator
 - Pantograph Engraver
 - Paste -Up Worker
 - Photoengraver
 - Lithographing Machine Operator
 - Photographic Processing Machine Operator
 - Plate Maker
 - Precision Etcher and Engraver (Hand or Machine)
 - Printer
 - Printing Press Machine Operator
 - Scanner Operator



- Stripper
- Typesetting and Composing Machine Operator

N. Retail & Wholesale Sales and Service

You are good at persuading others to believe an opinion. By using sales and promotional techniques you may enjoy selling in any field of your interest. You could also pursue a career in customer care service if you prefer to help people buy or sell.

Purchasing Agent VP
Salesman HP
Wholesaler HP
Realtor VP

O. Scientific Research, Engineering and Mathematics

You love to discover, collect and analyze and apply information about the natural world, you can work as a researcher in any field of your interest to solve life's problems. You could study engineering and help create new machines, structures and processes.

Astronomer VP
Anthropologist VP
Archaeologist VP
Biologist VP
Chemist VP
Economist VP
Mathematician VP
Philosopher VP
Physicist VP
Research Scientist VP
Geologist P
Home Economist P
Statistician P
Engineer VP

- Civil Engineer
- Aerospace Engineer
- Biomedical Engineer

- Chemical Engineer
- Civil Engineer
- Computer Hardware Engineer/ Computer Software Engineer
- Electrical Engineer
- Electronics Engineer
- Marine Architect
- Marine Engineer
- Materials Engineer
- Mechanical Engineer
- Industrial Engineer
- Product Safety Engineer
- Fire Prevention and Protection Engineer

Technician P

- Aerospace Engineering and Operation Technician
- Calibration and Instrumentation Technician
- Cartographer
- Photogrammetrist
- Civil Engineering Technician
- Electrical Engineering Technician
- Electronic Draftsman
- Electronics Engineering Technician
- Environmental Engineering Technician
- Mapping Technician
- Mechanical Draftsman P
- Mechanical Engineering Technician
- Surveying Technician

P. Transportation, Distribution and Logistics

You desire to help the smooth movement of people and materials from one place to another. You can drive a vehicle or pilot a plane, manage a transportation service or help keep vehicles on their assigned schedules and routes.

Airplane Pilot HP
Automobile Dealer VP



Summary of my findings

After going through the list of careers outlined in this booklet I find the following careers to be of great interest to me. These are:

1.
2.

I should like to find out more about these careers so that I make one my Career Goal for my life.



WHAT NEXT?

Hopefully you have been able to identify one or two careers which are appealing to you and you would wish to pursue one of them and make it a career goal. Having a career goal is one of the most important decisions you can make in life. You need to know more about the career you have chosen and especially what the occupational values and physical work conditions are like. You need also to know whether you have the character traits that would suit the overall demands of the work. Your counselor will help you to find these things out for yourself as you take a final decision to get a career goal for life. Please make an appointment to meet with him or her.

When you have finally made a career goal, our next Booklet (Series 3) will guide you about the courses you must have to pursue to be trained and equipped with the knowledge and skills you need to be a star in that career or profession. The final Booklet in the Series is number four (4) which will give you information about where the courses can be pursued.

Our prayer is that God will be your guide as you move to the next stage of the counseling.



Name::

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Educational Level:

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Contact Phone No.:

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Date:

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