

**CAREER  
DISCOVERY**

**The Gift of  
Administration**

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Name:

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Educational Level:

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## **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 counsellor 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 series of publications on careers will guide you about the courses you must pursue to be trained and equipped with the knowledge and skills you need to become a star in that career or profession.

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

## **Acknowledgements**

A lot of work has been done in the area of career guidance and counselling. 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.

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

- Civil Engineering Technician
- Electrical Engineering Technician
- Electronic Draftsman
- Electronics Engineering Technician
- Environmental Engineering Technician
- Mapping Technician
- Mechanical Draftsman P
- Mechanical Engineering Technician
- Surveying Technician

## **16. 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

## **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 counsellor you are to prayerfully select a career which you can make your goal. This particular booklet is designed for those whose primary gift is Administration.

The suggested careers for this 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**

1. Agriculture and Natural Resources
2. Architecture and Building Construction
3. Art and Communication
4. Business and Administration
5. Education and Training
6. Finance and Insurance
7. Government and Public Administration
8. Health Science
9. Hospitality, Tourism and Recreation
10. Human Service
11. Information Technology
12. Law and Public Safety
13. Manufacturing
14. Retail & Wholesale Sales and Service
15. Scientific Research, Engineering and Mathematics
16. Transportation, Distribution and Logistics

- » 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

- 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

#### 14. 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

#### 15. 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.*

## 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 organisation. He raises their vision.

## Careers for Gift F

### 1. 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
  - Horticultural Worker
  - Plant Scientist
- » Farmer P
- » Geographer P
- » Veterinarian

### 2. Architecture and Building Construction

*With the ability to organise 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

### 3. Art and Communication

*Do you love to creatively express your feelings or ideas, communicate news or information and perform? Writing,*

- » Lawyer HP
- » Military Officer HP
  - Air Crew Officer
  - Aircraft Launch and Recovery Officer
  - Armoured 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

### 13. 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 plastic 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)



*Counselling, 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 Counsellor HP
  - Clinical Psychologist
  - Marriage and Family Counsellor
  - Mental Health Counsellor
- » Minister 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 Counsellor
  - Social and Human Service Assistants
- » Evangelist P

## 11. 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 Programme VP

## 12. 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

*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

#### 4. Business and Administration

*You love to see a business organisation 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
- » Department 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

#### 5. Education and Training

*You love to teach other people. You can specialise 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)

- Orderly/Ward Assistant
- Athletic Trainer
- Embalmer
- Environmental Health Officer
- » Pharmacist P
  - Assistant Pharmacist
  - Pharmacy Technician
  - Dispensary Technician
- » Speech Therapist P

#### 9. 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 parlours, 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

#### 10. Human Service

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

- 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

## 8. Health Science

*You love to provide healthcare needs of people and animals. You can work as a doctor, specialising 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

- 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

- Preschool Teacher
- Kindergarten Teacher
- Junior High School 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

## 6. 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 analysing 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

## 7. 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 Detective
  - 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