

BX Career Exploration

Outreach Program – Professional Career Profiles

Accountant

- **Suggested High School Courses:** Reading, math, statistics, writing, communication and computer courses.
- **Other Recommended Education:** Business, accounting, finance and economics.
- **Training Options:** Bachelor's degree or graduate school. Most states require Certified Public Accountant (CPA) students to complete at least 150 undergraduate hours before becoming eligible for the CPA exam.
- **Average Starting Salary:** \$42,140
- **Median Salary Range:** \$53,240 - \$120,910
- **Paid Benefits:** Can include retirement, health and life insurance, paid vacation and sick time, cellular phone and corporate memberships.
- **Promotion Potential:** Beginning accountants can advance to top jobs such as chief financial officer, treasurer and controller. They could also become a chief executive officer or corporation president.
- **Tasks & Functions of the Job:** Accountants prepare, analyze and verify financial reports and taxes, and monitor systems that furnish this information to managers of business organizations.
- **Career Contact:** Sam Agresti, partner, Brady Ware & Company, 614.885.7407.

Administrative Professional

- **Suggested High School Courses:** Reading, English, math, government, civics, spelling, punctuation and grammar.
- **Other Recommended Education:** Keyboarding, computer courses, bookkeeping and business knowledge of construction.
- **Training Options:** High school, vocational school, one- or two-year technical or business degree or on-the-job training.
- **Average Starting Salary:** \$34,880
- **Median Salary Range:** \$43,770 - \$83,070
- **Paid Benefits:** Can include retirement, health and life insurance, paid vacation and sick time.
- **Promotion Potential:** Advancements include more responsibility and could lead to supervisory, executive or personal assistant positions.
- **Tasks & Functions of the Job:** An administrative assistant's duties vary greatly, but can include writing, typing, organizing, filing, copying and excellent telephone and interpersonal communication skills.
- **Career Contact:** Colleen Rains, SPHR, human resource director, Elford, Inc., 614.488.4000.

Architect

- **Suggested High School Courses:** Reading, drawing (freehand and mechanical), computer and CADD, math (geometry) and physical sciences.
- **Other Recommended Education:** Communication, business, liberal arts, building design, computer courses architectural history and drafting.
- **Training Options:** Professional degree. A three-year internship is required before architects can take a nine-division, computerized exam to become registered with the American Institute of Architects (AIA).
- **Average Starting Salary:** \$46,600
- **Median Salary Range:** \$59,000 - \$129,810
- **Paid Benefits:** Can include retirement, health and life insurance, paid vacation and sick time, cellular phone, travel expenses and corporate memberships.
- **Promotion Potential:** The entry-level architectural position is a draftsman, and promotions could lead to a principal designer position. This involves more responsibility and greater complexity of architectural designs.
- **Tasks & Functions of the Job:** Architects design physical solutions for building needs or problems. They work with construction documents and specifications, create building models and furniture and equipment designs.
- **Career Contact:** Yanitza Brongers-Marrero, associate principal, Moody Nolan, Inc., 614.461.4664.

Banker

- **Suggested High School Courses:** Reading, math, statistics, writing, communication and computer courses.
- **Other Recommended Education:** Business, accounting, finance and economics.
- **Training Options:** Two or four-year degree in finance, accounting, economics or business and on-the-job training.
- **Average Starting Salary:** \$41,160
- **Median Salary Range:** \$57,460 - \$160,490
- **Paid Benefits:** Can include retirement, health and life insurance, paid vacation, sick time, cellular phone and corporate memberships.
- **Promotion Potential:** Beginning bankers can advance with experience to top jobs such as financial officer, treasurer and controller. They could also become a bank president or executive officer.
- **Tasks & Functions of the Job:** Bankers prepare, analyze and verify financial requests for construction companies, and monitor monetary systems.
- **Career Contact:** Eric Reisch, senior vice president, PNC, 614.463.7783.

Computer Programmer

- **Suggested High School Courses:** Reading, math (algebra) and computer courses.
- **Other Recommended Education:** Computer science (data structures and systems), engineering, accounting, business classes and math.
- **Training Options:** Two- or four-year degree (computer science, engineering or math), specialized schools and on-the-job training.
- **Average Starting Salary:** \$45,570
- **Median Salary Range:** \$61,100 - \$130,360
- **Paid Benefits:** Can include retirement, health and life insurance, paid vacation and sick time.
- **Promotion Potential:** Competition is high due to the constant need to update educational training and stay ahead of technology changes. Individuals that do advance may become a systems analyst or reach managerial positions.
- **Tasks & Functions of the Job:** Programmers tell the computer how to get a job done. They write, test and maintain the detailed instructions - called programs or software - that list in logical order the steps computers must execute to perform their functions.
- **Career Contact:** Mark Petrelle, vice president, Microman, Inc., 614.792.0645.

Engineer

- **Suggested High School Courses:** Reading, math (calculus), physics, chemistry, physical science and statistics.
- **Other Recommended Education:** Thermodynamics, heat transfer, electrical circuits, blueprint reading, control systems, surveying, geology and structural systems.
- **Training Options:** Bachelor's degree in engineering, possibly graduate school. A professional engineer's (P.E.) license is required.
- **Average Starting Salary - Civil Engineer:** \$53,470;
- **Median Salary Range:** \$65,330 - \$132,880
- **Average Starting Salary - Electrical Engineer:** \$59,720
- **Median Salary Range:** \$73,910 - \$149,040
- **Average Starting Salary - Mechanical Engineer:** \$54,420
- **Median Salary Range:** \$67,070 - \$131,350
- **Paid Benefits:** Can include retirement, health and life insurance, paid vacation and sick time, cellular phone and corporate memberships.
- **Promotion Potential:** With a graduate degree in engineering, engineers can advance into management positions or focus on a specialized portion of the industry, such as mechanical, civil or electrical engineering.
- **Tasks & Functions of the Job:** Engineers design machinery, products, systems and processes for the construction of buildings and highways. They also test products and determine how to fix structural problems.
- **Career Contact:** Ron Erb, construction services area manager, S&ME, Inc., 614.793.2226.

Estimator

- **Suggested High School Courses:** Reading, math, science and computer courses.
- **Other Recommended Education:** Blueprint reading, accounting, finance, economics, statistics and business knowledge of construction.
- **Training Options:** Two-year or four-year degree (civil engineering, construction management or drafting) or on-the-job training.
- **Average Starting Salary:** \$35,870
- **Median Salary Range:** \$47,330 - \$103,250
- **Paid Benefits:** Can include retirement, health and life insurance, paid vacation and sick time.
- **Promotion Potential:** An advancement in estimating usually means higher pay and prestige but could include a management position.
- **Tasks & Functions of the Job:** Estimators develop cost information for owners or managers to use in making bids for contracts. They compile and analyze data that influence costs - like materials, labor and location.
- **Career Contact:** Alice Dean, chief MEP estimator, Gilbane Building Company, 614.948.4029.

Field Superintendent

- **Suggested High School Courses:** Reading, math, science and shop class.
- **Other Recommended Education:** Leadership and communication skills, human resources and management knowledge, safety training, and a thorough knowledge of construction methods.
- **Training Options:** High school, vocational school, on-the-job training or a four-year technical degree (construction management or engineering).
- **Average Starting Salary:** \$40,270
- **Median Salary Range:** \$61,430 - \$102,880
- **Paid Benefits:** Can include retirement, health and life insurance, paid vacation and sick time, company truck and tools, and cellular phone.
- **Promotion Potential:** Superintendents may become a project or operations manager, general superintendent, or take on other supervisory positions.
- **Tasks & Functions of the Job:** Superintendents make sure workers, equipment and materials are used properly to maximize productivity. They create work schedules, keep records, monitor employees and organize workers' activities.
- **Career Contact:** Pam Austin, director of outreach & special events, Builders Exchange of Central Ohio, 614.486.9521 ext. 233.

Inspector

- **Suggested High School Courses:** Reading, statistics, accounting, math and computer courses.
- **Other Recommended Education:** Blueprint reading, recordkeeping, surveying, drafting, business law, safety training and a thorough knowledge of construction materials and practices.
- **Training Options:** Two or four-year degree, the military, specialized institutes and on-the-job training.
- **Average Starting Salary:** \$34,830
- **Median Salary Range:** \$45,010 - \$94,220
- **Paid Benefits:** Can include retirement, health and life insurance, company car, cellular phone, paid vacation and sick time.
- **Promotion Potential:** Inspectors usually begin by inspecting less complex types of construction. Advancements include pay and responsibility increases, supervisory roles and inspecting larger, more complex construction jobs.
- **Tasks & Functions of the Job:** Inspectors examine the construction or repair of buildings, highways and other structures to be sure they are in compliance with local and federal building codes and safety regulations.
- **Career Contact:** Ron Erb, construction services area manager, S&ME, Inc., 614.793.2226.

Interior Designer

- **Suggested High School Courses:** Reading, drawing, CAD (Computer Aided Design) and math (geometry).
- **Other Recommended Education:** Communication, liberal arts, building design, computer courses and drafting.
- **Training Options:** Two or four-year degree, vocational school, specialized art institute or on-the-job training.
- **Average Starting Salary:** \$26,260
- **Median Salary Range:** \$36,760 - \$68,340
- **Paid Benefits:** Can include retirement, health and life insurance, paid vacation and sick time.
- **Promotion Potential:** The entry-level interior designer works on simple designs, and promotions could lead to a principal designer position. This involves more responsibility and greater complexity of interior designs.
- **Tasks & Functions of the Job:** Interior designers design and draw physical solutions for building interiors. They choose fabrics, paints, stone and other interior surfaces, and work with space and placement of objects.
- **Career Contact:** Pam Austin, director of outreach & special events, Builders Exchange of Central Ohio, 614.486.9521 ext. 233.

Lawyer (Attorney)

- **Suggested High School Courses:** Reading, math, government, writing, debate, English, foreign language, communication and computer courses.
- **Other Recommended Education:** Logistics, history, philosophy and a general knowledge of a variety of subjects.
- **Training Options:** A four-year bachelor's and a three-year law degree, plus passage of the state bar exam.
- **Average Starting Salary:** \$56,910
- **Median Salary Range:** \$77,580 - \$176,580
- **Paid Benefits:** Can include retirement, health and life insurance, paid vacation and sick time, cellular phone and corporate memberships.
- **Promotion Potential:** Lawyers begin as a research assistant and can become a partner of the firm or begin a law practice of their own. Specialty areas of practice, such as construction law, is a growing field.
- **Tasks & Functions of the Job:** Lawyers act as advocates and advisors. They represent one of the opposing parties in a trial, presenting evidence supporting the client. They also counsel clients about their legal rights.
- **Career Contact:** Jason Harley, attorney, McDonald Hopkins, LLC, 614.458.0025.

Marketing Director

- **Suggested High School Courses:** English, reading, history, literature, writing, communication, psychology, business and computer courses.
- **Other Recommended Education:** Journalism, media training, sociology, political science, public relations, philosophy and economics.
- **Training Options:** Bachelor's or master's degree in business administration, marketing, advertising, journalism, public relations or liberal arts.
- **Average Starting Salary:** \$67,490
- **Median Salary Range:** \$93,200 - \$178,690
- **Paid Benefits:** Can include retirement, health and life insurance, paid vacation and sick time, cellular phone and corporate memberships.
- **Promotion Potential:** Along with more responsibilities, marketing directors are prime candidates for advancement because of their job importance and high visibility within companies.
- **Tasks & Functions of the Job:** Marketing directors bring information to public attention. They are strong communicators, deal with phone inquiries, maintain contact with the press, and interact with the public in a way that is courteous, creative and informative.
- **Career Contact:** Cassy Sleeper, strategic marketing manager, Bruner Corp., 614.334.9000 ext. 3453.

Project Manager

- **Suggested High School Courses:** Reading, math, accounting, drafting, shop class and computer courses.
- **Other Recommended Education:** Building science and management, construction work experience, blueprint reading, computer courses and safety training.
- **Training Options:** Two or four-year degree (construction management, architecture or engineering) or on-the-job training.
- **Average Starting Salary:** \$53,740
- **Median Salary Range:** \$68,050 - \$158,330
- **Paid Benefits:** Can include retirement, health and life insurance, paid vacation and sick time, company truck and cellular phone.
- **Promotion Potential:** Promotions vary depending upon company size. At a large firm, they may become top-level managers.
- **Tasks & Functions of the Job:** Project managers coordinate, supervise, and manage the entire construction process – including people, materials, budgets, schedules and contracts, and the safety of the employees.
- **Career Contact:** Jason Stumbo, senior project manager, Equity Construction Solutions, Inc., 614.802.2900.

Purchasing Agent

- **Suggested High School Courses:** Reading, math, accounting, communication, business and computer courses.
- **Other Recommended Education:** Knowledge of construction materials and advanced computer courses.
- **Training Options:** Four-year degree (engineering, business or economics) and on-the-job training.
- **Average Starting Salary:** \$63,380
- **Median Salary Range:** \$82,880 - \$177,560
- **Paid Benefits:** Can include retirement, health and life insurance, paid vacation and sick time.
- **Promotion Potential:** A master's degree and continuing education or certification are essential for advancement.
- **Tasks & Functions of the Job:** Purchasing agents have a technical knowledge of the goods or services to be purchased for their company. In the construction industry, a project manager may perform the duties of a purchasing agent.
- **Career Contact:** Pam Austin, director of outreach & special events, Builders Exchange of Central Ohio, 614.486.9521 ext. 233.

Safety Director

- **Suggested High School Courses:** Reading, math, government, civics and communication.
- **Other Recommended Education:** Business, government and safety regulations, industrial hygiene and management courses.
- **Training Options:** Bachelor's or master's degree, training from a specialized institution or on-the-job training.
- **Average Starting Salary:** \$41,320
- **Median Salary Range:** \$54,320 - \$104,460
- **Paid Benefits:** Can include retirement, health and life insurance, paid vacation and sick time, company truck and cellular phone.
- **Promotion Potential:** Safety directors can acquire more responsibilities and duties, and may become a top company manager or a private safety consultant.
- **Tasks & Functions of the Job:** Safety directors visit jobsites to detect unsafe equipment, working practices or unhealthy working conditions. They teach safe working practices to construction workers.
- **Career Contact:** Mary Logan So, director of safety & employee development, George J. Igel & Co., Inc., 614.445.8421 ext. 139.

Sales Representative

- **Suggested High School Courses:** Reading, math, writing, speech class and computer courses.
- **Other Recommended Education:** Technical knowledge of the product sold, management, statistics and computer courses.
- **Training Options:** High school, two or four-year degree (in a field related to the product being sold) or on-the-job training.
- **Average Starting Salary:** \$39,930
- **Median Salary Range:** \$55,250 - \$160,940
- **Paid Benefits:** Can include retirement, health and life insurance, paid vacation and sick time, company car, cellular phone and corporate memberships.
- **Promotion Potential:** Good salespeople will receive more commission and responsibility, a larger territory or could become sales managers or company owners.
- **Tasks & Functions of the Job:** Sales representatives sell items and/or services. They act as industry experts, consultants and problem solvers when selling their firm's services.
- **Career Contact:** Dennis Hoffer, founder/sales, Lumenomics, Inc., 614.798.3500 ext. 3501.