

Administrative Services Managers (11-3011)

Occupation description: Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services. Medical records administrators are included in Medical and Health Services Managers (11-9111). Excludes Purchasing Managers (11-3061).

Employment and Job Openings

	Employment			Average annual openings		
	2016 estimate	2026 projection	Percent change	Labor force exits	Occupation transfers	Total
Alaska	1,254	1,344	7.2	39	64	112
United States	281,700	310,200	10.1	8,900	14,500	26,250

Job outlook

Alaska: Alaska's employment growth is low with very high employment opportunities. [Read more.](#)

Wages ?

Wage data is not available.

Labor Force Indicators

2016 Worker Characteristics

Total workers	Nonresident workers	Percent nonresident	Percent age 45 plus	Percent age 50 plus
1,303	118	9.1	50.4	38.9

2016 Potential Supply

Qualified but working in another occupation	382
Currently employed in a lower paid occupation	299
UI claimants previously working in occupation	106

2016 ALEXsys Employment Data

Number of registrants	2,528
Number of job position postings	182
Ratio of registrants to job position postings	13.9

Typical Entry-level Education, Experience, and/or On-the-job Training

Education: Bachelor's degree

Work experience: Less than 5 years

On-the-job training: None

Training Resources

Degree

Alaska Computer Business Solutions LLC (Anchorage)

Project Level 1	
Project Level 2	

Degree

Alaska Pacific University (Anchorage)

Accelerated Business Administration & Management/Master of Business Administration	BA/MBA
Alaska Native Executive Leadership Program Certificate	Certificate
Alaska Native Governance	BA
Business Administration	AA
Business Administration	BA
Entrepreneurship & Innovation, Graduate Certificate	Certificate
Information Technology	MBA
Investments, Graduate Certificate	Certificate
Master of Business Administration	MBA
Strategic Leadership	MBA

Degree

Central Texas College, Fort Richardson/Elmendorf AFB (Fort Richardson)

Business Management	AAS
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Degree

Central Texas College, Fort Wainwright (Fort Wainwright)

Business Management	AAS
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Degree

Charter College, Anchorage (Anchorage)

Business Administration	AAS
Business Administration	BS

Degree

Embry-Riddle Aeronautical University (JBER)

Aviation	PhD
Aviation Business Administration	AS
Aviation Business Administration	BS
Business Administration in Aviation	MBAA

Business Analytics	BSBA
ISTAT	Certificate
Leadership	BS
Leadership	MS
Management	MSM
Project Management	BS
Project Management	MS
Technical Management	AS
Technical Management	BS

Degree

Ilisagvik College (Barrow)

Bachelor in Business Administration	BBA
Business and Management	AAS
Business Specialist I	Certificate
Business Specialist II	Certificate

Degree

Thomas Edison State University (Eielson AFB)

Business Administration	MBA
Business Administration in General Management	BS

Degree

University of Alaska Anchorage (Anchorage)

Business Administration	AA
Business Administration	MBA
General Management	MBA
Logistics & Supply Chain Operations	OEC

Degree

University of Alaska Anchorage, Kenai (Soldotna)

General Business	AAS
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Degree

University of Alaska Anchorage, Kodiak (Kodiak)

General Business	AAS
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Degree

University of Alaska Anchorage, Mat-Su (Palmer)

General Business	AAS
General Program	AA

University of Alaska Fairbanks (Fairbanks)		Degree
Business Administration		BBA
Business Administration		MBA
University of Alaska Fairbanks, Bristol Bay (Dillingham)		Degree
Applied Business		AAS
Applied Business		CT1
Applied Business Management		CT1
University of Alaska Fairbanks, Chukchi (Kotzebue)		Degree
Applied Business		AAS
Applied Business Management		CT1
Applied Business Management		CT2
University of Alaska Fairbanks, CTC (Fairbanks)		Degree
Applied Business		AAS
Applied Business		CT2
Applied Business Management		CT2
University of Alaska Fairbanks, Kuskokwim (Bethel)		Degree
Applied Business		AAS
Applied Business Management		CT1
Applied Business Management		CT2
University of Alaska Fairbanks, Northwest (Nome)		Degree
Applied Business		AAS
Applied Business Management		CT1
Applied Business Management		CT2
Business		CT2
University of Alaska Fairbanks, Rural College (Fairbanks)		Degree
Applied Business		AAS
Applied Business Management		CT1

Applied Business Management	CT2
Rural Utilities Business Management	OEC
Degree	
University of Alaska Southeast, Juneau (Juneau)	
Business Administration	AAS
Business Administration	BBA
Business Administration	GLI
Business Administration	MBA
Business Administration	MPA
Degree	
University of Alaska Southeast, Ketchikan (Ketchikan)	
Business Administration	AAS
Degree	
University of Alaska Southeast, Sitka (Sitka)	
Business Administration	AAS
Degree	
Vocational Training and Resource Center (Juneau)	
Business Internet Security	
Business Management Essentials	Certificate
Microsoft Project Pro Complete	
Small Business Management	
Degree	
Wayland Baptist University (Anchorage)	
Business Administration	BAS
Business Administration (BBA)	BA
Business Administration (MBA)	MBA
Management	BAS
Management (D.Mgt.)	D.Mgt.
Management (MAM)	MA
Organizational Leadership (MA)	MA
Degree	
Wisdom & Associates, Inc. (Kenai)	
NAHB's Business Management for Building Professionals	

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