

# PARTICIPANT TASK EXAMPLES BY PATHWAY ENDORSEMENT AREA

The following are suggested career development experience tasks, organized by College and Career Pathway Endorsement areas or industry sectors.

## AGRICULTURE, FOOD & NATURAL RESOURCES

May be completed through a participant's own entrepreneurial activities or assisting a host

- Keep financial records to determine profitability
- Plan and conduct a major agricultural experiment
- Design a plan to investigate and analyze a problem
- Research and determine needs in the community for interests, services and/or products
- Develop a marketing plan
- Write a newsletter article/press release to promote business
- Develop a land use plan and/or design
- Create an advertising campaign
- Determine areas of continuous improvement and renovation
- Design computer programs to address production and any associated concerns
- Offer customization for services and/or products
- Document processes and procedures for common tasks
- Construct prototypes
- Design and/or build products, equipment, and/or facilities
- Perform maintenance and installation as needed of materials
- Keep and update customer records
- Research potential partners to grow and/or inform business to provide product and/or service needs
- Study the effects of a substance or procedure over time and determine its effectiveness
- Raise and/or train animals for competitions/business needs
- Grow crops for research or sale purposes
- Develop multi-year plans for business
- Determine community needs and areas able to provide assistance in developing/supporting with business

## ARTS & COMMUNICATIONS

- Assist in creating material to post; monitor content
- Develop logos or images to represent host and/or a special event
- Attend client meetings and develop draft design/concepts
- Proofread communication materials
- Design email/blog templates and graphics
- Conduct market research and brand outreach
- Create newsletters and client communications
- Prepare press releases
- Manage weekly social media calendar and create strategies to increase brand visibility
- Write and produce news content
- Edit videos and photos
- Conduct interviews
- Develop social media content
- Collaborate with and interview key business stakeholders in Marketing, Sales, and Operations to identify business data and information for case study and collateral development
- Prepare calendars and agendas for events
- Assist with research, field recording, script writing, and audio editing
- Digitally archive and organize past programs
- Create content for website, including, but not limited to, conducting and transcribing interviews
- Outreach to organizations for purposes of scheduling/booking arts education programs
- Attend/assist in workshops
- Obtain/process follow-up evaluations with participants of programs and events
- Prepare and review drawings, documents, data sets and other digital design assets

## FINANCE & BUSINESS SERVICES

- Attend client meetings
- Analyze data to identify areas of opportunity & efficiency
- Generate financial forecast and cost recovery reports
- Engage in activities related to accounts payable/ accounts receivable
- File and process applications from prospective candidates
- Schedule interviews and generate letters of receipt of application
- Prepare materials for new hire orientations
- Prepare and review financial statements
- Attend networking events to develop new client relationships and strengthen existing
- Perform membership and sponsorship tracking and follow-ups
- Log media requests
- Assist in the coordination of volunteer activities
- Organize and inventory gifts for charity events
- Research and gather documentation on company position in the industry
- Interview customers, stakeholders and business partners to gather details about current perspectives and/or problems
- Create support materials such as charts and graphs and take notes at meetings
- Review business processes and make recommendations for improvement
- Help launch new initiatives
- Produce and develop monthly reports
- Compile industry press clips
- Create presentations for clients

## HEALTH SCIENCES & TECHNOLOGY

### \*May require patient permission

- Monitor, record and report symptoms and changes in a patient's conditions\*
- Clean and maintain a sterile space
- Set up laboratory equipment and assist in testing
- Conduct and participate in research projects
- Attend patient consultation or procedures\*
- Develop a wellness plan for a recovering patient\*
- Assist staff to help scribe notes of patients\*
- Prep patient charts\*
- Learn regulatory guidelines to help ensure materials and practices comply with regulatory restrictions and guidance
- Participate in healthcare-related brainstorms\*
- Perform routine maintenance and validation of research equipment
- Assist in the collection of data as designated in study protocols
- Inventory management and supply ordering
- Implement program curriculum and health & fitness activities
- Help coordinate and participate in health and well-being promotional efforts
- Assist with clinical rounds\*
- Observe patients and medical procedures\*
- Attend interactive lectures and labs
- Collect and present own research
- Maintain, troubleshoot, and provide day-to-day support within Information Systems for processes, systems, applications, computers, networks, and other devices
- Maintain technical documentation of support issues and identify undocumented problems and solutions
- Document technical diagrams, policies and/or procedures

## HUMAN & PUBLIC SERVICES

- Conduct bi-lingual outreach through verbal and/or written materials
- Research opportunities to promote access and equity in practices and procedures
- Assist in establishing program standards and goals and in the evaluation of program results

### *Education*

- Create and implement lesson plans
- Decorate/organize classroom
- Assist students with projects
- Attend and participate in teacher/staff meetings
- Monitor student progress
- Communicate with parents and other school/program staff and administrators

### *Government*

- Attend committee meetings
- Write meeting minutes
- Research legislative and regulatory issues
- Assist lobbyists in campaigns and materials

### *Non-Profit*

- Coordinate and participate in fundraising and donor activities
- Draft program materials
- Assist with programs and events
- Provide direct assistance and support to clients

### *Law*

- Analyze and identify legal issues in cases
- Organize case files/notes
- Review and approve proposed contracts
- Draft/prepare legal documents
- Research and suggest methods of acquiring further evidence

## INFORMATION TECHNOLOGY

- Take Helpdesk calls/ tickets and provide customer service
- Perform equipment maintenance
- Troubleshoot equipment issues
- Migrate data from a user's old device to their replacement device
- Diagnose and repair hardware and software
- Virus/malware clean-up
- Install/configure software
- Analyze returned/old equipment to determine if it's eligible to be reissued or utilize for parts
- Weigh, package and setup completed equipment for delivery
- Assess IT security risks and identify meaningful solutions to mitigate
- Performs analytical reviews and participates in root cause analysis
- Create and maintain troubleshooting procedures and issue resolution documentation
- Support on documentation of projects
- Coordinate events like workshops, lessons learned, testing
- Service and move hardware
- Provide training on how to use applications and software
- Provide and maintain basic network connectivity for desktops, laptops, printing and plotting devices, phones and field offices
- Document common processes and draft protocol if needed
- Run software updates as needed
- Communicate with third-party vendors related to setting up new work orders and troubleshooting existing work orders
- Assist in the research of unusual bugs or other IT issues
- Perform daily SQL & Network Backup Operations for all offices in cloud and On-Premise

## MANUFACTURING, ENGINEERING, TECHNOLOGY & TRADES

- Material and equipment inspection
- Study plant safety and suggest recommendations for improvement
- Read and interpret drawings
- Develop, prepare, and/or review engineering plans
- Develop basic detail and assembly drawings for products and equipment
- Review applications and issues permits
- Perform physical and chemical tests for quality control
- Conduct research and provide technical assistance as needed
- Create 3-D models from 2-D drawings
- Test prototypes and standard products and write reports to document the results
- Maintain clean and orderly work areas
- Develop and write manufacturing process instructions
- Manage vendors; follow-up on purchase orders
- Receive and/or inspect parts
- Collect and record measurements and other data
- Review plans and/or maps of structures for inspections, troubleshooting, and/or repair
- Participate in developing and implementing SOPs (Standard Operating Procedures) and WIs (Written Instructions)
- Maintain and prepare reports on inspections, as well as completed and pending work
- Assist with identifying and assessing technical problems; learn and apply techniques and methods using the necessary tools and equipment
- Assist with the installation of necessary equipment for maintenance and/or repairs

## GENERAL SUGGESTIONS FOR ALL AREAS

- Use Excel to find trends in data; create charts and transfer to PowerPoint
- Conduct analysis and make recommendations for new social media strategies
- Organize inventory of materials
- Participate in the set-up and operation of special events and program activities
- Opportunities to work directly in customer service related tasks
- Shadow various departments/staff
- Special projects/research (think about all the things that would be great to know or do but there just doesn't seem to ever be enough time in a day! Participants can help get this work jumpstarted and developed)