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)