



2010 Graduate Employment Report

Two-Year Associate Degree Program Administrative Assistant

<u>3 Year Trend Summary</u>	Number			Percent		
	2008	2009	2010	2008	2009	2010
Total Graduates	41	37	31			
Graduate Responses	30	30	23	73.2%	81.1%	74.2%
Available for Employment (employed/seeking)	27	30	22	90.0%	100.0%	95.7%
Graduates Employed	26	28	21	96.3%	93.3%	95.5%
Employed in Related Occupation	24	20	13	92.3%	71.4%	61.9%
Employed in Unrelated Occupation	2	8	7	7.7%	28.6%	33.3%
Employed - No Response	0	0	1	0.0%	0.0%	4.8%
Seeking Employment	1	2	1	3.7%	6.7%	4.5%
Not in the Labor Market	3	0	1	10.0%	0.0%	4.3%

Reaction to Training at Madison College

Number of Responses	30	30	23			
Very Satisfied	23	14	12	76.7%	46.7%	52.2%
Satisfied	7	15	8	23.3%	50.0%	34.8%
Unsatisfied	0	0	0	0.0%	0.0%	0.0%
Very Unsatisfied	0	1	3	0.0%	3.3%	13.0%

Primary Reason for Attending Madison College

Number of Responses	30	30	23			
Preparation for Getting a Job	8	14	8	26.7%	46.7%	34.8%
Career Change	1	5	3	3.3%	16.7%	13.0%
Improvement of Existing Skills	14	6	4	46.7%	20.0%	17.4%
Preparation for Further Education	4	4	5	13.3%	13.3%	21.7%
Personal Interest	0	1	0	0.0%	3.3%	0.0%
Other	3	0	3	10.0%	0.0%	13.0%

Employment Location (related and unrelated)

Number of Responses	26	28	21			
In Madison College District	12	19	10	46.2%	67.9%	47.6%
In Wisconsin, not in Madison College District	0	4	2	0.0%	14.3%	9.5%
Outside of Wisconsin	13	5	7	50.0%	17.9%	33.3%
Employer Location Unknown	1	0	2	3.8%	0.0%	9.5%

When Employment was Obtained

Number of Responses	26	28	20			
Before Enrollment	12	10	8	46.2%	35.7%	40.0%
While Attending Madison College	10	9	8	38.5%	32.1%	40.0%
After Training at Madison College	4	9	4	15.4%	32.1%	20.0%

Salary Information (related)

	2008	2009	2010
Full/Part-time Salary Responses	22	19	10
Average Mnthly / Hrly Full-time Salary	\$3,304 / \$19.06	\$2,924 / \$16.87	\$3,021 / \$17.43
Mnthly / Hrly Full-time Salary Range	\$1,759-\$5,850 / \$10.15-\$33.75	\$2,031-\$5,571 / \$11.72-\$32.14	\$1,907-\$5,533 / \$11.00-\$31.92
Average Full-time Hours Per Week	40	40	42
Average Part-time Hourly Salary	\$17.18	\$10.21	\$44.23

*Data note: All data as reported. % subject to rounding errors. Care should be taken when interpreting unusually high/low salary information due to volunteer or self/previous employment.



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Job Postings Through the TechConnect System

<i>In/Out of District</i>	<i>Full-time Jobs</i>	<i>Part-time Jobs</i>	<i>Total</i>
In MATC District	70	49	119
Out of District	628	360	988

<u>Employer(s)</u>	<i>*Blank if Madison or WI</i>	<u>City*</u>	<u>State*</u>	<u>JobTitle</u>	<u>Positions >1</u>
Abilities Inc		Fort Atkinson		Administrative Assistant	
Anteco Pharma		Lodi		Senior Administrative Assistant	
Baptist Health System School of Health Professions		San Antonio	TX	Administrative Assistant	
Brotoloc South Inc		Whitewater		Director of Administrative Services	
City of Rock Springs		Rock Springs	WY	Deputy City Clerk	
Fort HealthCare		Fort Atkinson		Office Assistant	
Gwinnett County Fire & Emergency Services		Lawrenceville	GA	Administrative Support Associate III	
Professional Fire Fighters of Wisconsin, Inc				Executive Administrative Assistant	
Richland County Health & Human Services		Richland Center		Secretary / Transportation Coordinator	
Riverside Electronics		Lewiston	MN	Material / Production Planner	
South East Local Health Integration Network		Belleville, Ontario -	Canada	Executive Assistant to the CEO	
Waste Management				Sr Operations Specialist	