

Career Planning Center

Chronicle Career Library Step-by-Step Guide

Choosing an occupation or making a career change is a very challenging task. The average person makes at least three career changes in their life time. Chronicle Guidance staff has spent over 55 years researching and writing up-to-date career information to help people make informed career choices.

Chronicle Occupational Briefs present information on more than 2,000 occupational titles, including 650 comprehensive occupational descriptions, ranging from those that require a high school diploma or less, through professional careers; that's more than 95% of the jobs in the workforce.

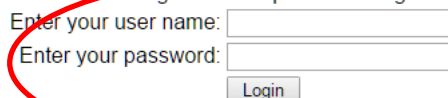
You may select from the more than 2,000 occupational titles in the [Alphabetical List of Occupations](#) to find relevant occupational information.

1. Open a web browser, like Google Chrome and type in the URL <http://ChronicleCareerLibrary.com/login>
2. Use the *username* **Career** and the *password* **cpc**.

** Please note that cookies must be enabled in order to use the user name and password login feature of the Chronicle Career Library

Chronicle Career Library of Occupational Briefs

Enter your Chronicle Career Library user name and password in the following fields and press the 'Login' button



Enter your user name:

Enter your password:

Login

3. On the next page, you can look at a list of career choices in alphabetical order by clicking the link **Alphabetical List of Occupations** available on the main page.



4. There is also a link on the left side called *Citing a Chronicle Brief*, that can help you cite a Chronicle Brief for a bibliography if needed.

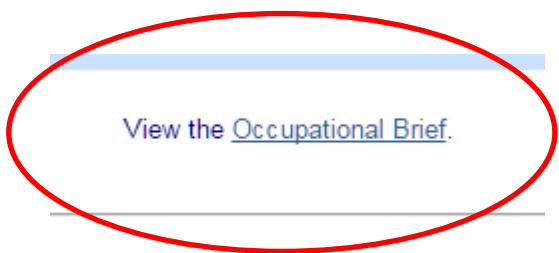
5. After clicking the Alphabetical List of Occupations link you can explore careers by clicking on the Occupation's beginning letter. This will take you to a list of occupations with that letter (see example for letter "A").

| <u>Occupation Name</u> |
|---|
| Able Seamen (merchant mariners) |
| Academic Deans |
| Academic Deans Registrar |
| Academic Librarians |
| Accountants |
| Accountants, Certified Public |
| Accountants, Government |
| Accountants, Management |
| Accountants, Public |
| Accountants, Tax |
| Account Executives |
| Account Executives (advertising agency) |
| Accounting Clerks (bookkeepers) |
| Acquisitions Librarians |
| Acquisitions Librarians (health sciences) |
| Acrobats (circus performers) |
| Activated Sludge Operators (water & wastewater treatment) |
| Actors and Actresses |

6. Click on the link for the occupation of your choice to see the O*Net Code for that Occupation.

| <u>Occupation(s) included in Brief</u> | <u>O*Net™ Code(s)</u> |
|--|-----------------------|
| Academic Deans | 11-9033.00 |

7. Click on the link to view the Occupational Brief.



8. The Occupational Brief link will open a PDF document that gives information about the occupation including the work performed, work conditions, education and training, hours and earnings, professional

Brief 93

Chronicle Guidance Publications

Academic Deans



Occupational Brief Title Codes:

- D.O.T.: 090.117-010
- G.O.E.: 11.07.03
- S.O.C.: 11-9033
- O*NET™: 11-9033.00
- N.A.I.C.S.: 923110
- H.O.C.: SEA

Academic deans (ac-a`dem-ic `deans) direct and coordinate activities of faculty and staff of individual colleges, schools, or groups of departments in a university. They help develop academic policies and programs for a college.

A university is a large institution comprising several faculties, schools, or colleges. Each teaches many subjects within a special field such as law, medicine, art, or engineering. A dean heads each college or a group of faculty members. A

9. Other briefs related to the occupation title will also be listed as well as associations and other websites to further help your career search.

For Further Research

American Association of University Administrators, 407 Roberts Hall, Rhode Island College, Providence, RI 02908-1991. Web site: www.aaua.org

American Association of University Professors, 1012 Fourteenth Street, NW, Suite 500 Washington, DC 20005. Web site: www.aaup.org

American Conference of Academic Deans, 1818 R Street, NW, Washington, DC 20009. Web site: www.acad-edu.org

Chronicle of Higher Education, 1255 23rd Street, NW, Suite 700, Washington, DC 20037. Web site: <http://chronicle.com>

Council of Colleges of Arts and Sciences, P.O. Box 873108, Tempe, AZ 85287-3108. Web site: www.ccas.net

Council of Independent Colleges, One Dupont Circle, Suite 320, Washington, DC 20036-1110. Web site: www.cic.org

Briefs Related to This Title

Administrative Managers. Brief 605.
Alumni Directors. Brief 669.
Association Executives. Brief 549.
Athletics Directors. Brief 627.
College and University Admissions Directors. Brief 65.
College and University Faculty Members. Brief 184.
College and University Registrars. Brief 371.
Financial Aid Administrators. Brief 486.
Religious Education Directors. Brief 255.
School Counselors. Brief 145.
School Principals. Brief 247.
School Social Workers. Brief 432.

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For additional information, please contact the Career Planning Center by phone: 714.484.7120 or email: careercenter@cypresscollege.edu
Location: Cypress College, Student Center - Building # 19 | Hours: Mon/Thurs 8:00am-6:00pm | Tues/Wed 8:00am-7:00pm | Fri 8:00am-5:00pm