

Computer Business Office Technology Labor Market Analysis 2025-26

Introduction

This report includes three segments:

1. An occupational analysis from Lightcast for the 2025-26 period for students with an **Associate's Degree** in Accounting;
2. An occupational analysis from Lightcast for the 2025-26 period for students with an **Bachelor's Degree** in Accounting;
3. A comparative analysis of the labor market outcomes of both degrees.

Job Posting Analytics

Lightcast Q3 2026 Data Set

July 2026

San Mateo County Community College District



3401 CSM Drive
San Mateo, California 94402
650.358.6880

Parameters

Select Timeframe: May 2025 - May 2026

Occupations:

Results should include

Code	Description
43-6011	Executive Secretaries and Executive Administrative Assistants
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
43-9061	Office Clerks, General
11-3012	Administrative Services Managers

Code	Description
11-1021	General and Operations Managers
19-3033	Clinical and Counseling Psychologists
13-1199	Business Operations Specialists, All Other
43-9199	Office and Administrative Support Workers, All Other

Regions:

Code	Description
6001	Alameda County, CA
6013	Contra Costa County, CA
6041	Marin County, CA
6075	San Francisco County, CA

Code	Description
6081	San Mateo County, CA
6085	Santa Clara County, CA
6087	Santa Cruz County, CA

Advertised Salary: Include all postings regardless

Minimum Experience Required: Any

STARs Relevant: Include all postings regardless

Education Level:

Description
High school or GED

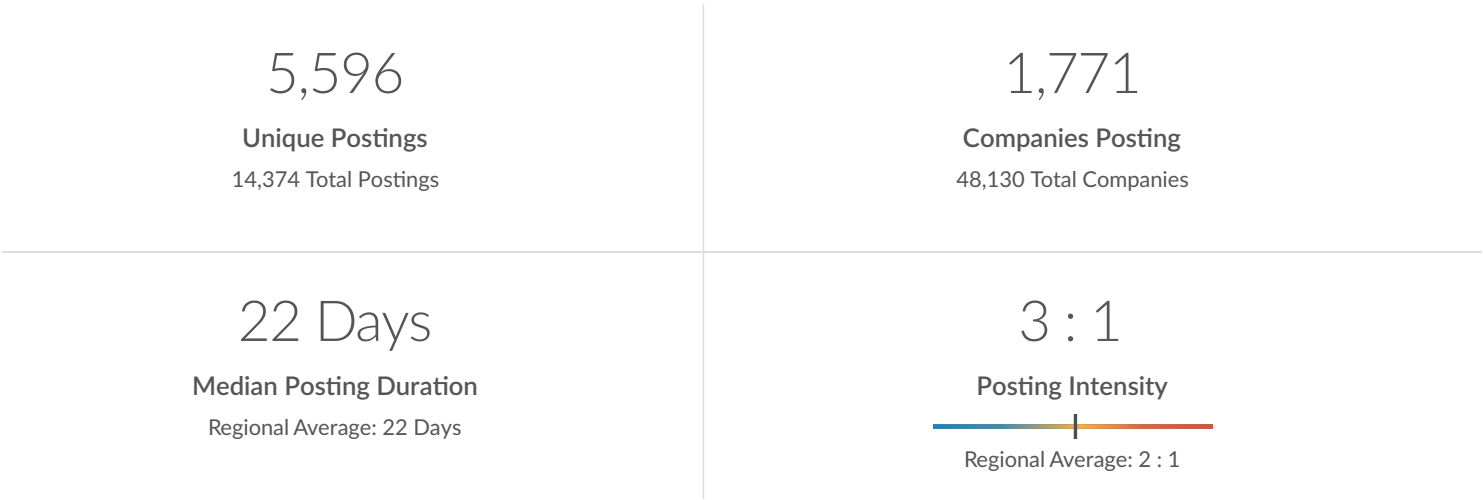
Description
Associate's degree

Job Type: Include Internships

Keyword Search:

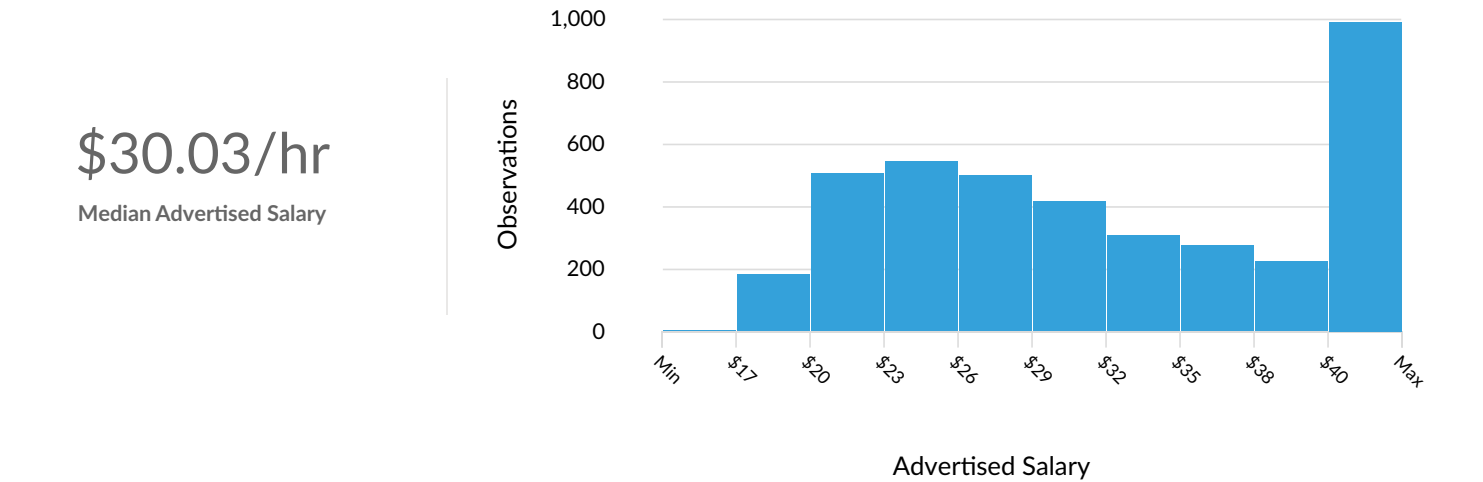
Posting Type: Newly Posted

Job Postings Overview



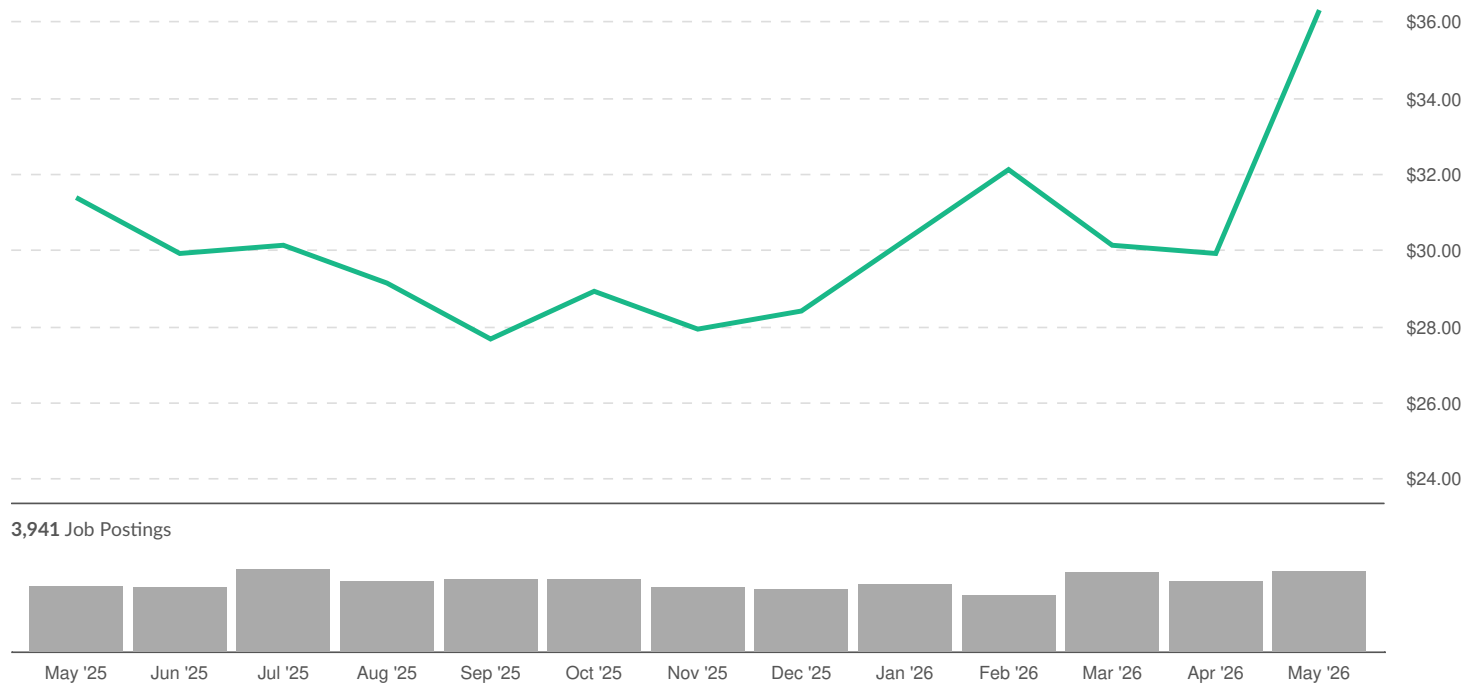
Advertised Salary

There are 3,941 advertised salary observations (70% of the 5,596 matching postings).

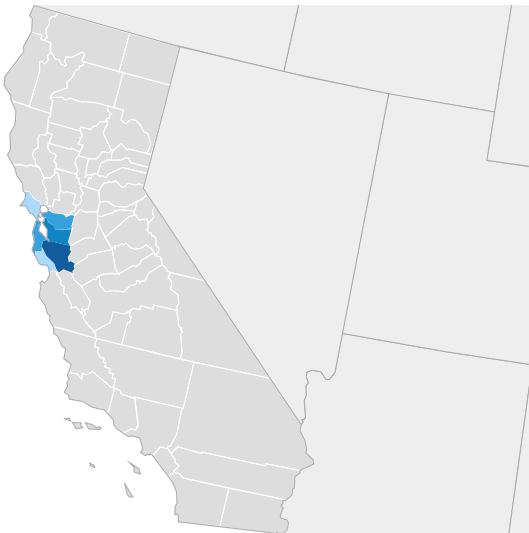


Advertised Salary Trend

▲ 15.7% May 2025 - May 2026
\$30.03 Median

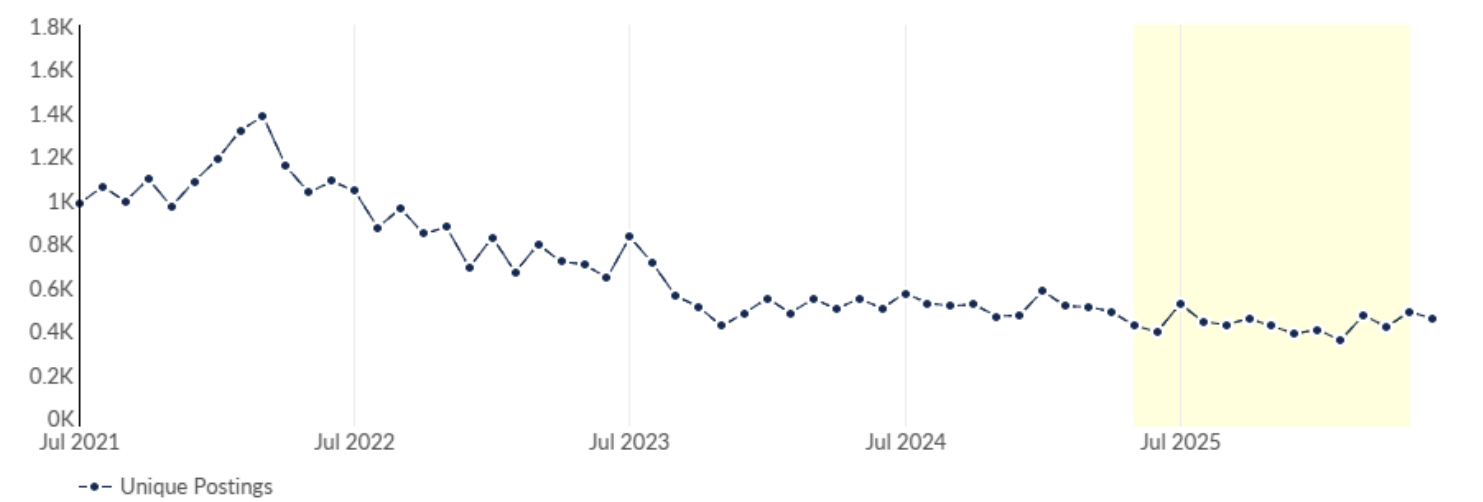


Job Postings Regional Breakdown



County	Unique Postings (May 2025 - May 2026)
Santa Clara County, CA	1,659
Alameda County, CA	1,373
San Francisco County, CA	931
Contra Costa County, CA	701
San Mateo County, CA	621

Unique Postings Trend



Month	Unique Postings	Posting Intensity
Jun 2026	454	2 : 1
May 2026	487	2 : 1
Apr 2026	415	2 : 1
Mar 2026	471	3 : 1
Feb 2026	354	3 : 1
Jan 2026	404	3 : 1
Dec 2025	385	3 : 1
Nov 2025	420	3 : 1
Oct 2025	455	3 : 1
Sep 2025	426	3 : 1
Aug 2025	441	2 : 1
Jul 2025	522	2 : 1
Jun 2025	393	3 : 1
May 2025	423	2 : 1
Apr 2025	486	3 : 1
Mar 2025	509	3 : 1
Feb 2025	511	3 : 1
Jan 2025	582	3 : 1
Dec 2024	469	3 : 1
Nov 2024	465	3 : 1

Oct 2024	520	3 : 1
Sep 2024	513	3 : 1
Aug 2024	525	3 : 1
Jul 2024	571	3 : 1
Jun 2024	502	3 : 1
May 2024	546	3 : 1
Apr 2024	499	3 : 1
Mar 2024	546	3 : 1
Feb 2024	480	3 : 1
Jan 2024	548	3 : 1
Dec 2023	480	5 : 1
Nov 2023	420	4 : 1
Oct 2023	509	3 : 1
Sep 2023	558	3 : 1
Aug 2023	708	3 : 1
Jul 2023	829	3 : 1
Jun 2023	641	4 : 1
May 2023	705	4 : 1
Apr 2023	715	3 : 1
Mar 2023	796	4 : 1
Feb 2023	668	4 : 1
Jan 2023	828	5 : 1
Dec 2022	689	3 : 1
Nov 2022	874	5 : 1
Oct 2022	844	3 : 1
Sep 2022	961	4 : 1
Aug 2022	873	4 : 1
Jul 2022	1,040	5 : 1
Jun 2022	1,086	4 : 1
May 2022	1,033	4 : 1
Apr 2022	1,154	4 : 1

Mar 2022	1,384	4 : 1
Feb 2022	1,318	3 : 1
Jan 2022	1,185	4 : 1
Dec 2021	1,085	4 : 1
Nov 2021	969	4 : 1
Oct 2021	1,097	5 : 1
Sep 2021	992	5 : 1
Aug 2021	1,062	4 : 1
Jul 2021	982	5 : 1

Education Breakdown

Education Level	Unique Postings	% of Total
No Education Listed	0	0%
High school or GED	4,543	81%
Associate's degree	1,855	33%
Bachelor's degree	1,665	30%
Master's degree	142	3%
Ph.D. or professional degree	28	1%

Minimum Education Breakdown

Minimum Education Level	Unique Postings (minimum)	Unique Postings (max advertised)	% of Total (minimum)
High school or GED	4,543	0	81%
Associate's degree	1,053	502	19%
Bachelor's degree	0	1,547	0%
Master's degree	0	124	0%
Ph.D. or professional degree	0	28	0%

Experience Breakdown

Minimum Experience	Unique Postings	% of Total
No Experience Listed	1,939	35%
0 - 1 Years	1,026	18%
2 - 3 Years	1,619	29%
4 - 6 Years	840	15%
7 - 9 Years	96	2%
10+ Years	76	1%

Top Companies Posting

	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
CVS Health	310 / 127	2 : 1 	20 days
Stanford University	535 / 87	6 : 1 	25 days
Robert Half	89 / 79	1 : 1 	17 days
AppleOne	89 / 56	2 : 1 	17 days
Kaiser Permanente	201 / 55	4 : 1 	13 days
Longs Drug Stores California LLC D	88 / 53	2 : 1 	21 days
Edjoin.Org	194 / 39	5 : 1 	15 days
La Clinica De La Raza	129 / 38	3 : 1 	35 days
The Hertz Corporation	133 / 38	4 : 1 	35 days
Enterprise Mobility	49 / 35	1 : 1 	44 days

Top Cities Posting

City	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
San Francisco, CA	2,419 / 932	3 : 1 	23 days
San Jose, CA	1,877 / 623	3 : 1 	21 days
Oakland, CA	942 / 329	3 : 1 	22 days
Fremont, CA	558 / 213	3 : 1 	23 days
Santa Clara, CA	592 / 213	3 : 1 	19 days
Palo Alto, CA	558 / 184	3 : 1 	21 days
Walnut Creek, CA	356 / 140	3 : 1 	25 days
Sunnyvale, CA	437 / 132	3 : 1 	26 days
Hayward, CA	268 / 124	2 : 1 	28 days
Alameda, CA	240 / 110	2 : 1 	16 days

Top Posted Occupations

	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	7,704 / 3,114	2 : 1 	22 days
General and Operations Managers	3,974 / 1,614	2 : 1 	25 days
Executive Secretaries and Executive Administrative Assistants	1,685 / 509	3 : 1 	18 days
Office Clerks, General	295 / 148	2 : 1 	21 days
Administrative Services Managers	492 / 135	4 : 1 	25 days
Business Operations Specialists, All Other	223 / 75	3 : 1 	21 days
Clinical and Counseling Psychologists	1 / 1	1 : 1 	18 days

Top Posted Occupations

Occupation (O*NET)	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	7,704 / 3,114	2 : 1 	22 days
General and Operations Managers	3,974 / 1,614	2 : 1 	25 days
Executive Secretaries and Executive Administrative Assistants	1,685 / 509	3 : 1 	18 days
Office Clerks, General	295 / 148	2 : 1 	21 days
Administrative Services Managers	492 / 135	4 : 1 	25 days
Online Merchants	181 / 57	3 : 1 	25 days
Business Continuity Planners	17 / 9	2 : 1 	10 days
Sustainability Specialists	24 / 8	3 : 1 	31 days
Security Management Specialists	1 / 1	1 : 1 	9 days
Clinical and Counseling Psychologists	1 / 1	1 : 1 	18 days

Top Posted Occupations

Occupation	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Office / Administrative Assistant	7,999 / 3,262	2 : 1 	22 days
Operations Manager / Supervisor	2,524 / 1,035	2 : 1 	23 days
Executive Assistant	1,685 / 509	3 : 1 	18 days
General Manager	1,149 / 461	2 : 1 	33 days
Administrative Manager	385 / 88	4 : 1 	25 days
Retail Store Manager / Supervisor	221 / 81	3 : 1 	24 days
Office Manager	107 / 47	2 : 1 	32 days
E-Commerce Analyst	126 / 42	3 : 1 	21 days
Business / Management Analyst	41 / 26	2 : 1 	15 days
Shipping / Receiving Clerk	55 / 15	4 : 1 	39 days
Chief Operating Officer	34 / 10	3 : 1 	25 days
Sustainability Specialist	24 / 8	3 : 1 	31 days
Business Change Manager	10 / 6	2 : 1 	10 days
Business Continuity Planner / Analyst	7 / 3	2 : 1 	n/a
Museum Director	5 / 1	5 : 1 	22 days
Psychologist	1 / 1	1 : 1 	18 days
Cyber / Information Security Engineer / Analyst	1 / 1	1 : 1 	9 days

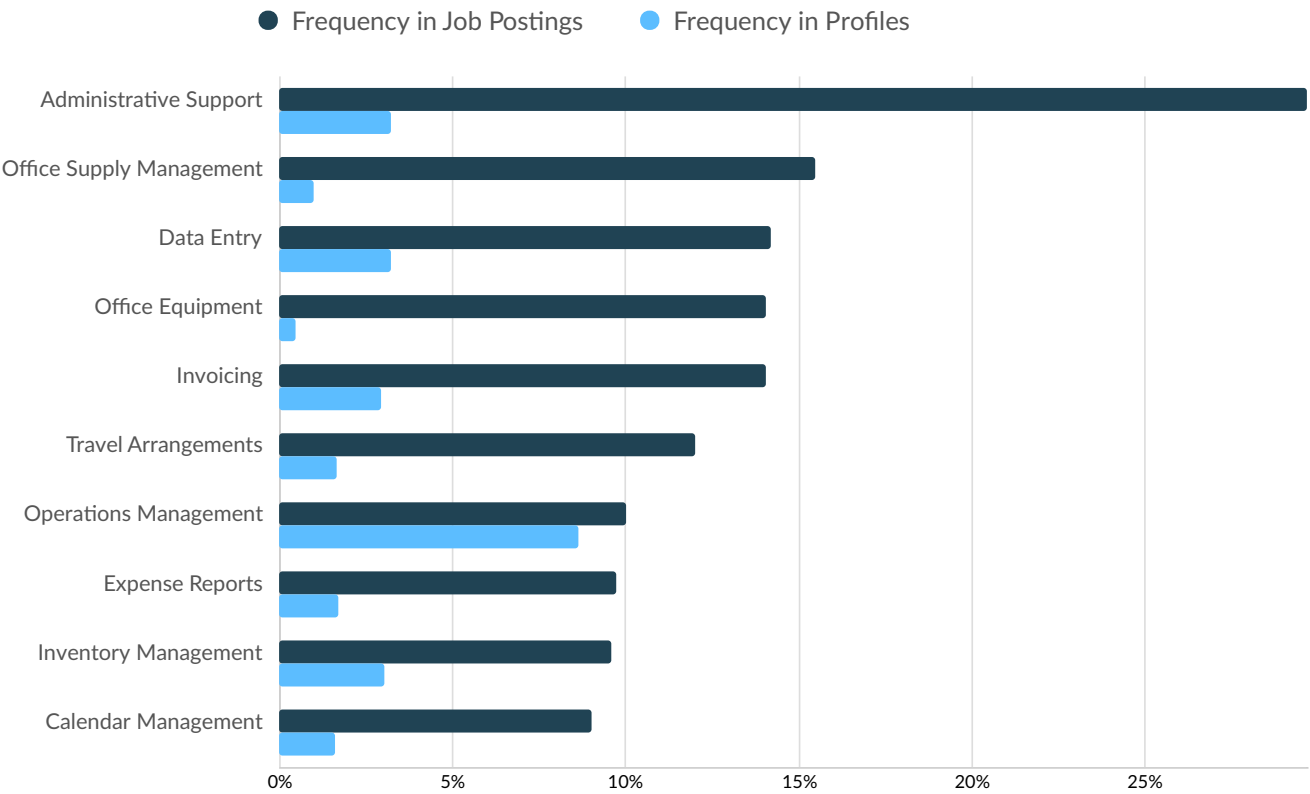
Top Posted Job Titles

	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Administrative Assistants	2,427 / 1,048	2 : 1 	21 days
Executive Assistants	914 / 282	3 : 1 	19 days
Operations Supervisors	397 / 141	3 : 1 	21 days
Shift Supervisors	278 / 127	2 : 1 	25 days
Assistant Managers	355 / 125	3 : 1 	29 days
Office Assistants	236 / 120	2 : 1 	21 days
Operations Managers	297 / 116	3 : 1 	28 days
Office Coordinators	192 / 108	2 : 1 	13 days
Executive Administrative Assistants	277 / 66	4 : 1 	10 days
Administrative Associates	333 / 58	6 : 1 	19 days

Top Industries

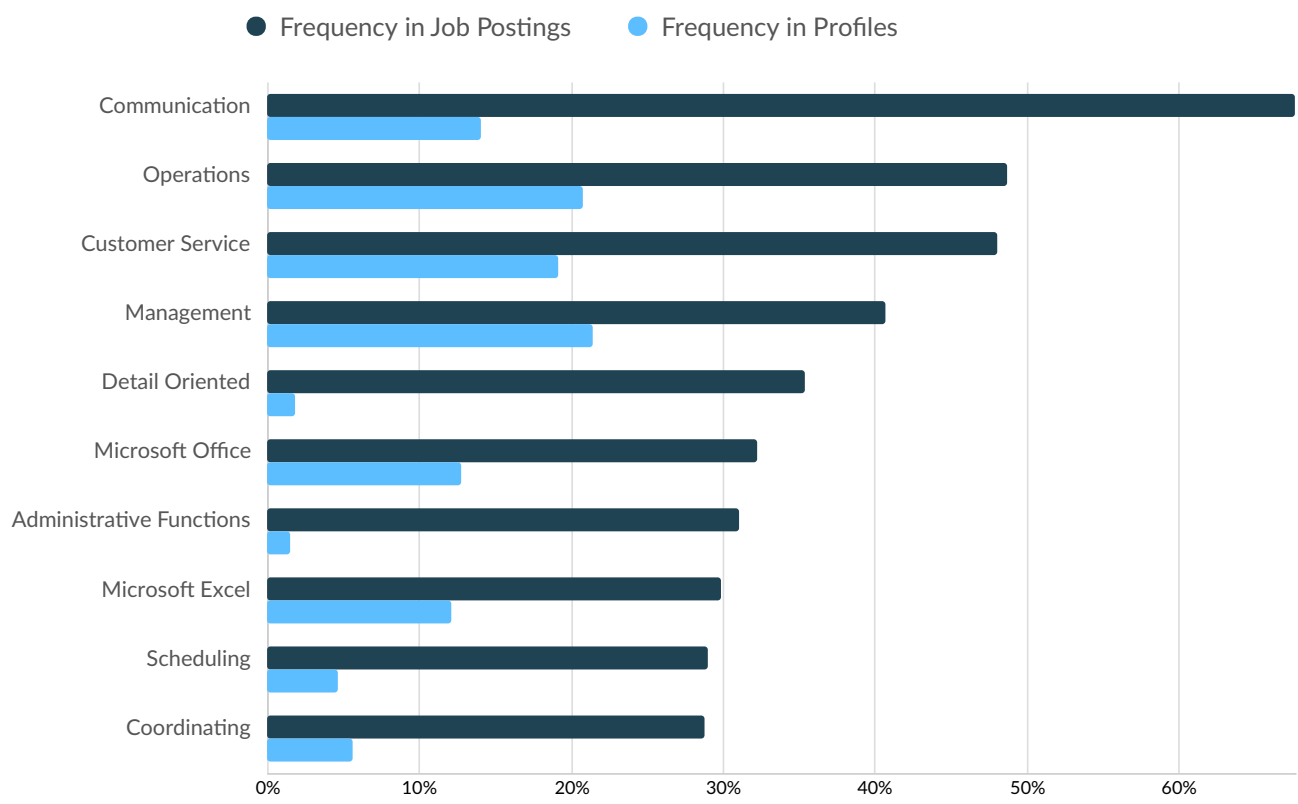
	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Employment Placement Agencies	771 / 402	2 : 1 	16 days
Elementary and Secondary Schools	251 / 171	1 : 1 	19 days
General Medical and Surgical Hospitals	494 / 163	3 : 1 	18 days
Colleges, Universities, and Professional Schools	771 / 149	5 : 1 	30 days
Temporary Help Services	192 / 135	1 : 1 	16 days
Pharmacies and Drug Retailers	313 / 128	2 : 1 	20 days
Hotels (except Casino Hotels) and Motels	401 / 115	3 : 1 	28 days
Passenger Car Rental	263 / 95	3 : 1 	39 days
Offices of Physicians (except Mental Health Specialists)	244 / 92	3 : 1 	20 days
All Other Miscellaneous Ambulatory Health Care Services	248 / 78	3 : 1 	17 days

Top Specialized Skills



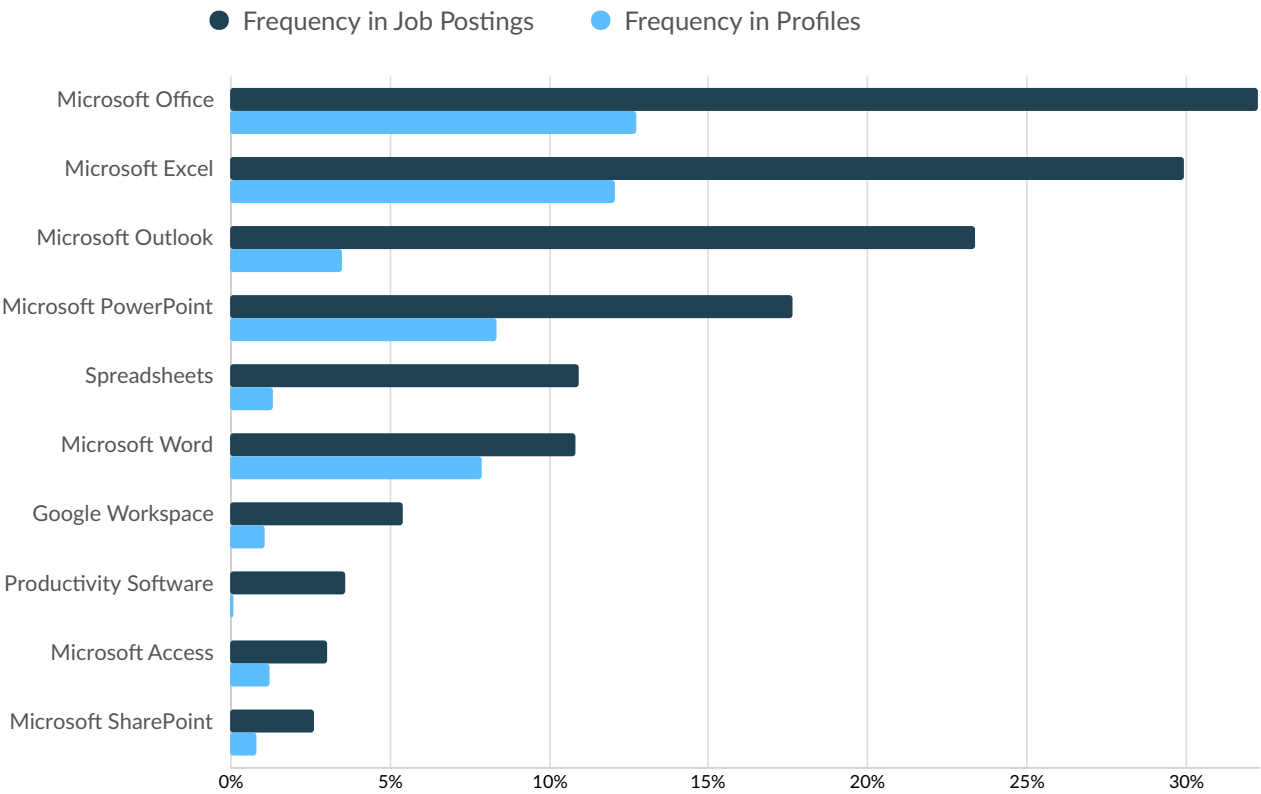
	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Administrative Support	1,662	30%	13,667	3%	+17.3%	Rapidly Growing
Office Supply Management	866	15%	4,337	1%	+11.9%	Growing
Data Entry	794	14%	13,679	3%	+2.9%	Lagging
Office Equipment	786	14%	2,068	0%	+14.2%	Growing
Invoicing	786	14%	12,438	3%	+13.2%	Growing
Travel Arrangements	673	12%	7,089	2%	-6.8%	Lagging
Operations Management	562	10%	36,658	9%	+17.1%	Rapidly Growing
Expense Reports	544	10%	7,255	2%	+5.0%	Stable
Inventory Management	537	10%	12,955	3%	+14.9%	Growing
Calendar Management	505	9%	6,939	2%	+11.7%	Growing

Top Common Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Communication	3,789	68%	59,968	14%	+8.5%	Stable
Operations	2,730	49%	88,531	21%	+8.8%	Stable
Customer Service	2,693	48%	81,506	19%	+5.0%	Stable
Management	2,280	41%	91,188	21%	+5.7%	Stable
Detail Oriented	1,980	35%	7,938	2%	+8.2%	Stable
Microsoft Office	1,806	32%	54,150	13%	+16.9%	Growing
Administrative Functions	1,739	31%	6,577	2%	+13.0%	Growing
Microsoft Excel	1,676	30%	51,369	12%	+14.8%	Growing
Scheduling	1,627	29%	19,993	5%	+14.1%	Growing
Coordinating	1,611	29%	24,106	6%	+12.8%	Growing

Top Software Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Microsoft Office	1,806	32%	54,150	13%	+16.9%	Growing
Microsoft Excel	1,676	30%	51,369	12%	+14.8%	Growing
Microsoft Outlook	1,308	23%	14,870	3%	+22.2%	Rapidly Growing
Microsoft PowerPoint	988	18%	35,479	8%	+19.9%	Rapidly Growing
Spreadsheets	612	11%	5,597	1%	+15.6%	Growing
Microsoft Word	608	11%	33,531	8%	+6.8%	Stable
Google Workspace	303	5%	4,651	1%	+17.1%	Rapidly Growing
Productivity Software	201	4%	394	0%	+12.2%	Growing
Microsoft Access	170	3%	5,376	1%	+3.4%	Lagging
Microsoft SharePoint	147	3%	3,558	1%	+3.0%	Lagging

Top Qualifications

	Postings with Qualification
Valid Driver's License	694
Cardiopulmonary Resuscitation (CPR) Certification	155
First Aid Certification	124
ServSafe Certification	31
Master Of Business Administration (MBA)	30
Basic Life Support (BLS) Certification	26
Automated External Defibrillator (AED) Certification	24
CDL Class C License	22
Forklift Certification	21
Security Clearance	21

Top Advertised Benefits

	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Retirement and Savings	7,361 / 2,844	3 : 1 	23 days
Insurance	6,815 / 2,662	3 : 1 	23 days
Paid Leave	6,472 / 2,551	3 : 1 	23 days
Education and Career Development	3,380 / 1,214	3 : 1 	24 days
Health and Wellness Benefits	2,513 / 941	3 : 1 	28 days
Supplemental Pay	1,822 / 734	2 : 1 	26 days
Work-Life Balance	1,741 / 731	2 : 1 	22 days
Other Benefits	1,842 / 674	3 : 1 	26 days

Appendix A

Top Posting Sources

Website	Postings on Website (May 2025 - May 2026)
simplyhired.com	2,694
indeed.com	2,251
dejobs.org	773
glassdoor.com	675
disabledperson.com	562
diversityjobs.com	442
myworkdayjobs.com	348
icims.com	133
edjoin.org	122
fairygodboss.com	117
craigslist.org	97
oraclecloud.com	95
hercjobs.org	92
ultipro.com	82
governmentjobs.com	79
hrmdirect.com	61
careercircle.com	59
stanford.edu	54
kaiserpermanentejobs.org	50
appleone.com	49
scholarshipdb.net	48
jobit.com	43
careersingovernment.com	42
myworkdaysite.com	37
talentally.com	36

Appendix B

Sample Postings

Administrative Assistant III	
Link to Live Job Posting: jobs.chronicle.com	
Location: San Mateo, CA	O*NET: 43-6014.00
Company: Samuel Merritt University	Job Title: Administrative Assistants
Description: Job Description Summary: Under direction of the Assistant Dean of Students, the Administrative Assistant III will facilitate the daily activities of the San Francisco Peninsula Campus (SFPC), and serve all SFPC students, faculty, staff, and guests. This position supports all campus operations, including admissions, recruitment, student services, and academic programs. Duties and Responsibilities: Work Environment: Office Location: [Location] Campus - Onsite This is an onsite position based in [Campus], requiring regular in-office presence to support daily operations, collaboration, and student or team engagement. Work is performed primarily on campus in a dynamic academic environment, with direct interaction across multidisciplinary teams. An Asterisk (•) denotes an "essential job function" for ADA purposes. (60%) Administrative Support As a first point of contact and representative of SMU, provide excellent service to all faculty, staff, students, and guests that adheres to regulations, policies, procedures and guidelines, including those related to privacy, safety and security. Provide effective and timely communication and information handling within the campus, among campuses, and to external people or agencies. Implement administrative procedures related to office functions, such as filing, record keeping, classroom/lab scheduling, inventory, compliance, and financial matters. Utilize appropriate online/electronic systems to accomplish administrative tasks. Provide staffing and support for university events. Monitor and maintain necessary levels of all supplies for the campus, including office, classroom, and labs. Assist with opening and closing the campus. (40%) General Support Assist faculty and staff with program-related activities such as arranging for copying, creation and distribution of documents for classes and school events. Work in collaboration with appropriate University personnel to implement appropriate policies and procedures. Provides services for recruitment, payroll, and personnel actions for faculty, staff, and student hires. Other duties as assigned. Skills and Abilities: Ability to assist in budget development and preparation with responsibility for generating supporting documentation for administrative activities Ability to promote positive interactions between faculty, staff, students, and public Demonstrated ability to handle privileged information in a confidential manner Ability to read and carry out instructions Ability to hear, understand, and carry out verbal instructions Knowledge of proper grammar, punctuation, and spelling Ability to perform basic mathematical calculations, including fractions, decimals, and percentages Ability to read and write memos and correspondence in a clear concise manner Ability to organize and prioritize workload Ability to concentrate and tolerate interruptions by students and faculty Excellent communication skills and ability to effectively and quickly organize thoughts and communicate clearly with faculty, students, and public Skilled in typing, word processing, shorthand, or tape dictation Extensive computer experience on IBM/Windows platform with Word, Excel, Access, and other related software. Minimum Qualifications Education and/or	

Experience:

High school diploma and formal secretarial training Associate degree preferred Minimum of three years experience as administrative support in a fast-paced, multi-task environment requiring a high degree of accuracy and independent activity

Work Environment:

Office Location:

Foster City Campus - Onsite This is an onsite position based in Foster City, CA, requiring regular in-office presence to support daily operations, collaboration, and student or team engagement. Work is performed primarily on campus in a dynamic academic environment, with direct interaction across multidisciplinary teams.

Employee Status:

Regular Exemption Status:

United States of America (Non-Exempt)

Time Type:

Full time

Job Shift:

Pay Range:

up to \$28/hour, non exempt based on experience Samuel Merritt University currently provides base salary ranges for all positions-on job advertisements-in the United States based on local requirements. Individual compensation will ultimately be determined based on a variety of relevant factors including but-not limited to qualifications, geographic location, and other relevant skills.

Administrative Assistant, Redwood City

Link to Live Job Posting: Posting is no longer active

Location: Redwood City, CA

O*NET: 43-6014.00

Company: Immigration Institute Of The Bay Area

Job Title: Administrative Assistants

Administrative Assistant, Redwood City Immigration Institute of the Bay Area Redwood City, CA Job Details Full-time \$48,000 - \$58,000 a year 2 days ago Benefits 403(b) matching Paid parental leave Paid holidays Dental insurance Flexible spending account Parental leave Employee assistance program Vision insurance 401(k) matching Flexible schedule Life insurance Referral program Qualifications Spanish Customer communication Spreadsheets Writing skills Direct client contact English Windows Administrative experience High school diploma or GED Clerical experience Office management

Full Job Description Title:

Administrative Assistant Full time; Non-Exempt Reports to :

Senior Administrative Assistants Location:

Redwood City The Immigration Institute of the Bay Area was founded in 1918, and its mission is to welcome, educate and serve immigrants, refugees and their families as they join and contribute to the community. IIBA provides immigration legal services, English and civic education, and other services throughout the Bay Area, as well as through its collaborative efforts with local and regional service providers. IIBA offers a team-oriented, collegial and collaborative work environment. We pride ourselves on providing excellent service to our clients, and we know our organization runs on the hard work and dedication of our passionate employees. At IIBA, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay, and to do their best work. IIBA's dedication to promoting diversity, multiculturalism, and inclusion is reflected in the work that we do. We are committed to equity and believe deeply in the value of diversity of race, sexual orientation, gender identity, religion, ethnicity, national origin and all the other wonderful characteristics that make us human.

Job Summary:

The primary purpose of the Administrative Assistant is to provide administrative support for IIBA Redwood City immigration legal program. The Administrative Assistant will ensure the smooth running of the office and help improve procedures and day-to-day operations.

Job Responsibilities:

Responsible for office copying, filing, mailing, scanning, fee collection, as assigned. Answer incoming calls, in-person reception; assist with ongoing client communications in person, on phone, and by mail. Participate in group processing workshops. Responsible for mail, data entry, and appointment scheduling. Manage office operations, including IT, computers and communications equipment, vendors and IT consultants, supplies and equipment, postage and mailing procedures. Complete Spanish/English document translations, and coordination between staff and volunteer translators regarding larger translation requests. Manage volunteer data entry in Salesforce. Provide administrative support with fee receipts and deposits. Assist with legal documents, immigration forms completion and document preparation, under the supervision of attorneys and accredited representatives. Assist with the maintenance of case files and active case spreadsheets. Assist in the onboarding process for new hires. Attend in person and virtual staff meetings and retreats. Participate in staff development and training. Other duties as assigned.

Knowledge, Skills and Abilities Required:

Fluent in written and spoken English and Spanish. Ability to communicate clearly and concisely, both orally and in writing. Good written

fluent in written and spoken English and Spanish. Ability to communicate clearly and concisely, both orally and in writing. Good written translation skills. Well organized, extremely accurate, attentive to detail, and reliable. Ability to effectively manage multiple projects, meet deadlines and reprioritize as needed, follows through on commitments. Proficiency in a Windows/PC environment, Microsoft Excel, and able to quickly become proficient in the use of IIBA's immigration law software and database. Experience interacting with clients in a professional and helpful manner. Commitment to serve and compassion for the issues faced by the low-income immigrant community. Knowledge of immigration laws and procedures preferred.

Qualifications:

Education:

High School diploma. Some college preferred.

Work Experience:

Minimum 1 year previous administrative experience. Fluent in Spanish & English required

Salary :

In the spirit of pay transparency, we are excited to share the base salary range for this position is \$41,000 - \$54,000, excluding fringe benefits and potential bonuses. If you are hired at IIBA, your final base salary compensation will be determined based on factors such as geographic location, skills, education, and/or experience. In addition to those factors, we believe in the importance of pay equity and consider internal equity of our current team members as part of any final offer. Please keep in mind that the range mentioned above is the full base salary range for the role. Hiring at the maximum of the range would not be typical in order to allow for future and continued salary growth. We also offer a generous benefits package - additional information below. IIBA offers a generous cafeteria-style benefits package, elements of which include, but are not limited to: Employer matching 403(B) retirement plan: up to 5% employer contribution

Insurance:

Health, dental, life, vision, chiropractic & acupuncture. Medical and dependent care pre-tax reimbursement accounts. Transportation reimbursement account.

Vacation:

two (2) weeks of accrued vacation per year with an increase each year. Sick Leave including paid family sick time

Holidays:

15 paid Holidays per year Paid Parental Leave Please note: This this position currently offers a hybrid schedule and requires five hours per week in the office and five hours remotely. IIBA has the right to make changes to the work schedule as needed. Applicants for employment in the United States must have work authorization that does not currently or in the future require sponsorship of a visa for employment authorization in the United States.

How to apply:

Send cover letter and resume to . Please include the title of the job you are applying for in the subject of the email. For more information on IIBA, see our website: www.iibayarea.org. Position open until filled. This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our clients and our Agency's operations, responsibilities may be modified at any time. IIBA is a non-profit, non-discriminatory service organization and employer. We do not discriminate on the basis of race, color, national origin, religion, sex, age, sexual orientation or disability. Persons receiving services in our programs are entitled to freedom from harassment and retaliation and reasonable accommodation for qualified disabilities.

Job type:

Full-time Pay:

\$48,000.00 - \$58,000.00 per year

Benefits:

401(k) matching Employee assistance program Flexible schedule Flexible spending account Life insurance Parental leave Referral program

Work Location:

Hybrid remote in Redwood City, CA 94063

Administrative Assistant	
Link to Live Job Posting: Posting is no longer active	
Location: South San Francisco, CA	O*NET: 43-6014.00
Company: Addison Group	Job Title: Administrative Assistants

Administrative Assistant at Addison Group Administrative Assistant at Addison Group in South San Francisco, California Posted in 11 days ago.

Type:

full-time

Job Description:

Job Title:

Administrative Assistant Location:

South San Francisco, CA Industry:

Professional Services Contract:

6+ months

Pay:

\$24-\$27/hour

Benefits:

Vision, Dental, Health, 401k

Job Description:

The Administrative Assistant will support senior leadership and client teams by ensuring smooth day-to-day functions, project logistics, and executive support. This role will play a key part in shaping the culture of the office and driving operational efficiency as the team continues to grow.

Key Responsibilities:

Manage scheduling, travel coordination, and calendar management for executives Prepare meeting spaces and assist with internal and external meeting logistics Track and submit expense reports, invoices, and other administrative documentation Support project teams with meeting coordination, agenda prep, and follow-up Maintain a clean, organized, and welcoming office environment Collaborate with cross-functional teams across the U.S. and internationally Handle special projects and operational tasks as needed

Qualifications:

2-4+ years of administrative experience, preferably in a professional or client-facing environment High school diploma required; associate's or bachelor's degree preferred Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) Strong communication skills - both written and verbal Confident, dependable, and detail-oriented with excellent time management Able to manage multiple priorities with professionalism and poise

Service Coordinator	
Link to Live Job Posting: Posting is no longer active	
Location: Pleasanton, CA	O*NET: 43-6014.00
Company: Security 101 Holdings	Job Title: Service Coordinators

Service Coordinator 6646 Owens Drive, Pleasanton, CA 94588 \$27

- \$32 an hour
- Full-time \$27
- \$32 an hour
-

Full-time Job Title:

Service Coordinator Company:

Security 101

Location:

San Francisco, CA.

Job Summary:

Security 101 is now recruiting for a Service Coordinator to work with our Senior Service Coordinator in tracking service contracts, active dispatching of service technicians, billing, and parts repair tracking.

Salary and Benefits:

Hourly wage varies from \$27.00 to \$32.00, non-exempt, commensurate with skills, product knowledge and experience. Our benefits include medical, dental, vision, prescription coverage, 401(k) plan, paid holidays, PTO and more.

The Right Candidate:

Must have prior experience in dispatching service personnel and the ability to effectively communicate to customers and technicians' requirements for scheduling service-related issues. Excellent written and verbal communication skills are a must. Must be detail oriented. Follow Through Skills Timely, accurate and efficient handling of paperwork Timely and accurate update of each job and contract files Professional, business-like manners with Customers and Service Technicians Strong customer relations and results orientation Clear, Articulate speaking voice

Responsibilities:

Ensuring all Service call details including labor, parts and issues are properly logged into the Security 101 Software application, and ensuring such information is available to the Accounts Receivable department for proper invoicing of customers. Maintains Customer Service Contract information database up to date in the Security 101 Software Application. Responsible for working with the Service Dispatcher in the tracking of material orders, repairs and returns. Responsible for assigning scheduled maintenance calls to Service Technicians. Maintain all Customer Service Department files up to date. Assist Service Dispatcher in the Operations-to-Service Turnover process. Maintains Customer warranty information up to date. Works with the Service Dispatcher on special projects and other duties as assigned.

Education:

High School (or GED) minimum requirement. 2-year associate's degree. About Security 101: Security 101 is a provider of integrated electronic security solutions to a diversified set of commercial customers across multiple end markets, including healthcare, education, financial, and government, among others. Security 101 delivers a full-service offering of electronic security services and products including the design, installation, and maintenance of access control, video surveillance, intrusion detection, and visitor management solutions. Founded in 2005 and based in West Palm Beach, FL, Security 101 has 52 locations in the U.S. For more information, please visit www.security101.com. Security 101 is a DFWP and EOE organization with a team-oriented work environment.

Area Supervisors — Hammer Head Security in San Jose, CA (Apr 2026 - Apr 2026)

Area Supervisor

Link to Live Job Posting: Posting is no longer active

Location: San Jose, CA

O*NET: 11-1021.00

Company: Hammer Head Security

Job Title: Area Supervisors

Area Supervisor San Jose, CA Job Details Full-time \$26 an hour 1 day ago Qualifications Some college Record keeping Report writing Client onboarding Employee orientation Mid-level 3 years High school diploma or GED Driver's License Supervising experience Guard Card Team management Employee relations management Security Escalation handling Overseeing training Law enforcement Full Job Description

ABOUT US

It's not just about what WE look for in an employee, it's about what YOU look for in an employer. Hammer Head Security is a family owned and military friendly security services firm based out of Stockton, CA and provides armed, unarmed, patrol, personal protection and event security services throughout the Central Valley, Sacramento Region, and Bay Area. Since 2012, we have steadily grown to become a leader in providing quality guard services with over 150 officers through our team and family oriented culture. We prioritize our employees, their safety and their moral to maintain extremely high employee retention which leads to extremely high client satisfaction. Our team has successfully provided services for monumental events as large as Super Bowl 50, pioneered the security practices of the Cannabis Industry and now implemented numerous

COVID -19

health and safety protocols for our food supply chains. Our rapidly expanding and essential team of Security Professionals are looking to acquire like minded, talented and driven individuals to join our team as we overcome this Global Pandemic.

COVID-19 INFORMATION

As a Security Officer in the

COVID-19

era, you ARE considered an "essential" front line worker and therefore must adhere to certain health and safety guidelines imposed by the CDC for the general wellbeing of our society. This includes maintaining good hygiene at all times, practicing social distancing and using Personal Protective Equipment (issued by Hammer Head Security) while on duty.

JOB DESCRIPTION

Site Supervisor Supervise a team of 30 security officers for 5 divisions Work closely with members of the operational team including Ownership, Director of Operations, Scheduling Managers and Patrol Managers to counsel, discipline, train, and manage relationships with SPs to deliver high quality service; constantly evaluating service quality and initiating any necessary corrective action or on site training in a timely manner. Perform site visits to inspect, supervise SPs in field and manage escalation of 'after hours' & 'cold start' calls to ensure sufficient coverage at customer sites Provides support during client start-ups; provides input to Operation Team for assessments, security planning; reviews post orders and communicates requirements and changes to affected personnel. Communicates and coordinates with Operations Management regarding staffing, equipment, documentation, record keeping, and related matters, to ensure smooth delivery of services; meets with Operations Team to discuss customer service, initiatives, personnel matters, and related issues. Responsible for conducting on-the-job training, in coordination with Operations Team of all new employees assigned to any post, or when changes to post orders are made - this may include orientation to the post, review of post orders, routine responsibilities, and how to respond to emergency situations or specific client

include orientation to the post, review of post orders, routine responsibilities, and how to respond to emergency situations or specific client specific needs; Identify any personnel problems occurring at posts, such as employee relations complaints or other concerns, and forward any such issues to Operations Team for action plan. May also be responsible for writing a report of the situation or assisting with an investigation, as directed by Operations Manager; Responsible for administering counseling or disciplinary actions that have been initiated by Operations Team. Respond to client or site emergencies as they arise, including ensuring appropriate communication to Operations Team Assists with the communication of policies, company announcements and job openings

QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or experience required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Minimum high school diploma or equivalent required. Some college education or business classes desirable Must have current site supervisor experience Minimum 3 - 5 years of professional-level experience required and prior experience in the security industry, law enforcement and/or military highly desired; Professional, articulate and able to use good independent judgment and discretion; Ability to maintain professional composure when dealing with unusual circumstances. Supervising and disciplining staff in a positive manner. Maintaining composure in dealing with authorities, executives, clients, staff and the public, occasionally under conditions of urgency and in pressure situations. May be exposed to stressful situations, such as challenging individuals who are in or approaching an unauthorized area. Energetic and focused personality with a demonstrated ability to take initiative, successfully handle and prioritize multiple competing assignments and effectively manage deadlines; This position requires excellent attendance and punctuality. Incumbents must commit to being on time, must be able to work in a very independent environment, and ensure all directions and instructions from the branch office are followed consistently and thoroughly (such as training of officers at sites, standing post as needed, etc.). May be required to work overtime without advance notice.

CURRENT VACANCY LOCATIONS

:

San Jose, Fremont, Oakland and Milpitas SHIFTS :

Various; must be FLEXIBLE and available for

Graveyard HOURS :

Full Time

CREDENTIALS REQUIRED

1. Government issued I.D. or valid California driver's license 2. High School diploma or equivalent 3. Valid California BSIS Guard Card 4. Proof of eligibility to work in the United States Reach out today. Hammer Head Security (209) 227-6566

Appendix C - Data Sources and Calculations

Lightcast Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

Job Posting Analytics

Lightcast Q3 2026 Data Set

July 2026

San Mateo County Community College District



3401 CSM Drive
San Mateo, California 94402
650.358.6880

Parameters

Select Timeframe: May 2025 - May 2026

Occupations:

Results should include

Code	Description
43-6011	Executive Secretaries and Executive Administrative Assistants
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
43-9061	Office Clerks, General
11-3012	Administrative Services Managers

Code	Description
11-1021	General and Operations Managers
19-3033	Clinical and Counseling Psychologists
13-1199	Business Operations Specialists, All Other
43-9199	Office and Administrative Support Workers, All Other

Regions:

Code	Description
6001	Alameda County, CA
6013	Contra Costa County, CA
6041	Marin County, CA
6075	San Francisco County, CA

Code	Description
6081	San Mateo County, CA
6085	Santa Clara County, CA
6087	Santa Cruz County, CA

Advertised Salary: Include all postings regardless

Minimum Experience Required: Any

STARs Relevant: Include all postings regardless

Education Level:

Description
High school or GED
Associate's degree

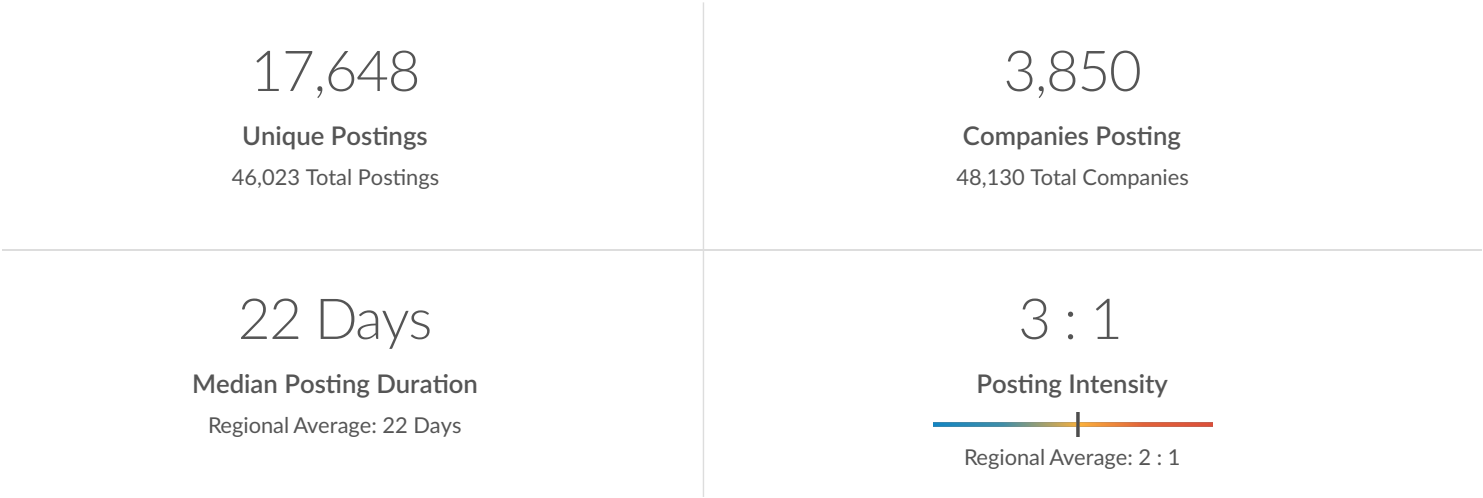
Description
Bachelor's degree

Job Type: Include Internships

Keyword Search:

Posting Type: Newly Posted

Job Postings Overview

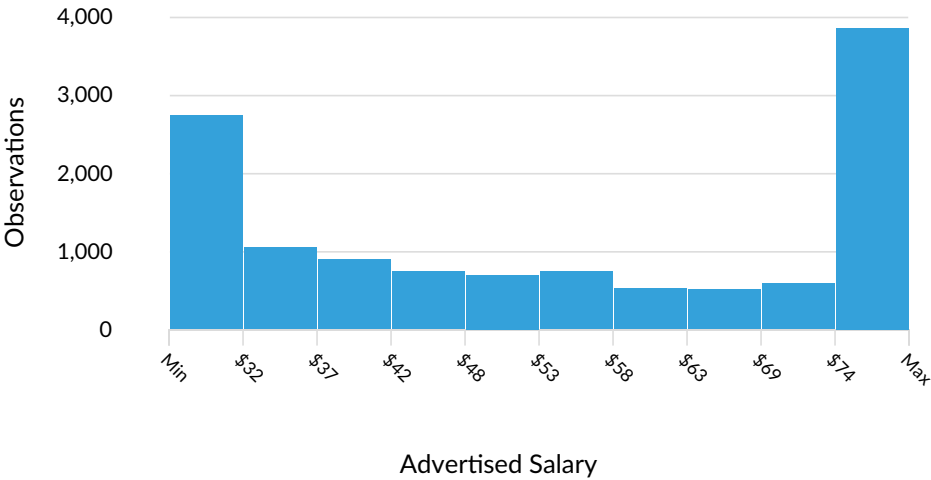


Advertised Salary

There are 12,299 advertised salary observations (70% of the 17,648 matching postings).

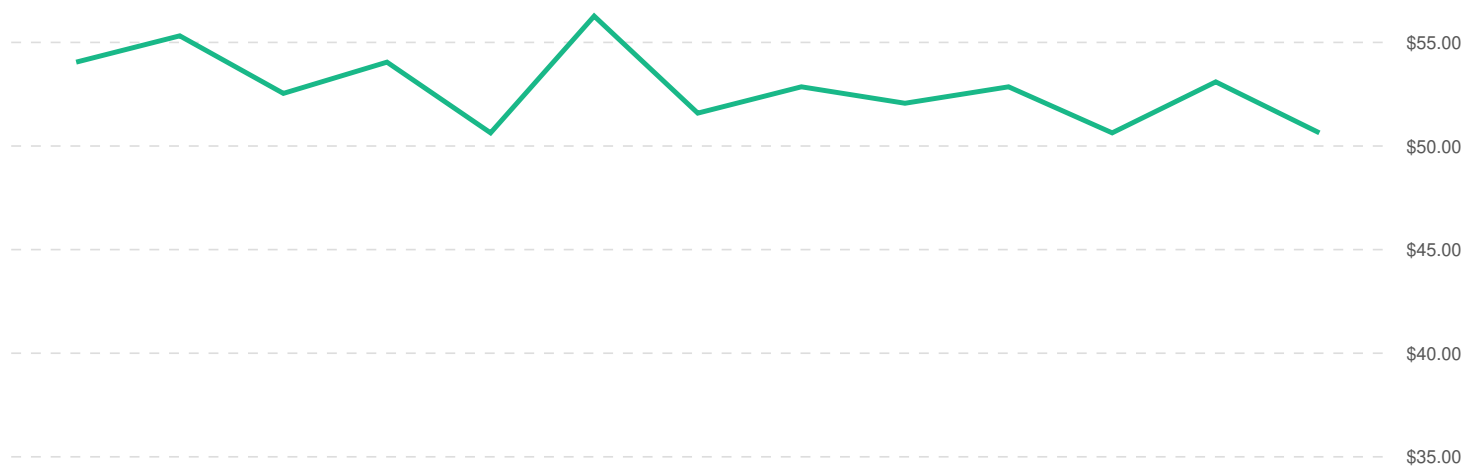
\$52.80/hr

Median Advertised Salary

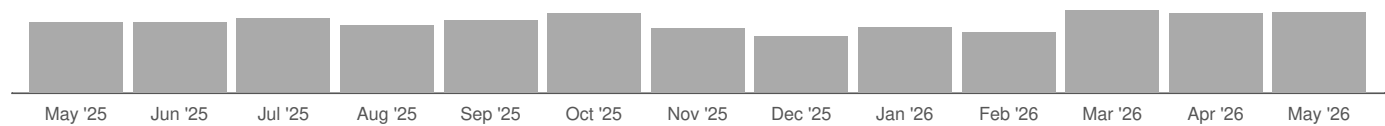


Advertised Salary Trend

▼6.4% May 2025 – May 2026
\$52.80 Median



12,299 Job Postings

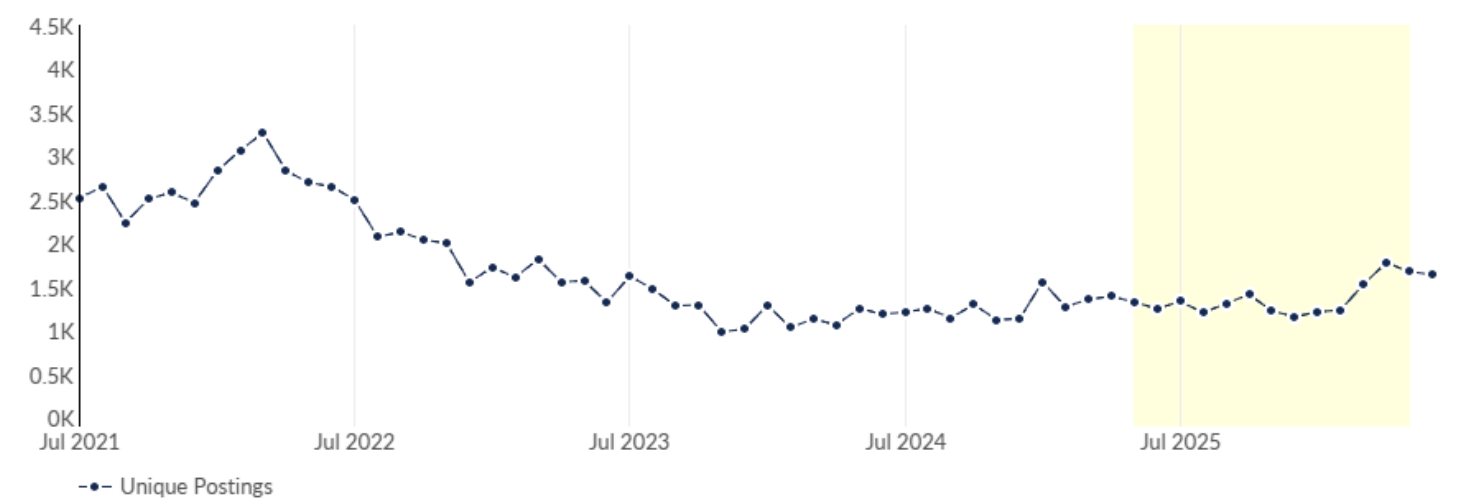


Job Postings Regional Breakdown



County	Unique Postings (May 2025 - May 2026)
Santa Clara County, CA	5,751
San Francisco County, CA	3,977
Alameda County, CA	3,634
San Mateo County, CA	2,490
Contra Costa County, CA	1,180

Unique Postings Trend



Month	Unique Postings	Posting Intensity
Jun 2026	1,641	2 : 1
May 2026	1,674	2 : 1
Apr 2026	1,779	3 : 1
Mar 2026	1,532	3 : 1
Feb 2026	1,234	3 : 1
Jan 2026	1,213	3 : 1
Dec 2025	1,158	3 : 1
Nov 2025	1,224	3 : 1
Oct 2025	1,414	3 : 1
Sep 2025	1,307	3 : 1
Aug 2025	1,205	3 : 1
Jul 2025	1,334	3 : 1
Jun 2025	1,248	2 : 1
May 2025	1,326	2 : 1
Apr 2025	1,391	3 : 1
Mar 2025	1,357	3 : 1
Feb 2025	1,272	3 : 1
Jan 2025	1,559	3 : 1
Dec 2024	1,135	3 : 1
Nov 2024	1,123	3 : 1

Oct 2024	1,299	3 : 1
Sep 2024	1,142	3 : 1
Aug 2024	1,253	3 : 1
Jul 2024	1,209	3 : 1
Jun 2024	1,189	3 : 1
May 2024	1,252	3 : 1
Apr 2024	1,065	3 : 1
Mar 2024	1,131	3 : 1
Feb 2024	1,034	3 : 1
Jan 2024	1,290	3 : 1
Dec 2023	1,016	5 : 1
Nov 2023	984	4 : 1
Oct 2023	1,295	3 : 1
Sep 2023	1,284	3 : 1
Aug 2023	1,474	3 : 1
Jul 2023	1,625	3 : 1
Jun 2023	1,323	3 : 1
May 2023	1,571	3 : 1
Apr 2023	1,557	3 : 1
Mar 2023	1,820	4 : 1
Feb 2023	1,610	3 : 1
Jan 2023	1,726	4 : 1
Dec 2022	1,554	3 : 1
Nov 2022	2,002	4 : 1
Oct 2022	2,041	3 : 1
Sep 2022	2,130	4 : 1
Aug 2022	2,075	4 : 1
Jul 2022	2,497	4 : 1
Jun 2022	2,654	4 : 1
May 2022	2,695	4 : 1
Apr 2022	2,835	4 : 1

Mar 2022	3,271	3 : 1
Feb 2022	3,065	3 : 1
Jan 2022	2,833	4 : 1
Dec 2021	2,467	4 : 1
Nov 2021	2,585	4 : 1
Oct 2021	2,508	5 : 1
Sep 2021	2,240	5 : 1
Aug 2021	2,652	4 : 1
Jul 2021	2,520	4 : 1

Education Breakdown

Education Level	Unique Postings	% of Total
No Education Listed	0	0%
High school or GED	4,543	26%
Associate's degree	1,855	11%
Bachelor's degree	13,717	78%
Master's degree	3,975	23%
Ph.D. or professional degree	536	3%

Minimum Education Breakdown

Minimum Education Level	Unique Postings (minimum)	Unique Postings (max advertised)	% of Total (minimum)
High school or GED	4,543	0	26%
Associate's degree	1,053	502	6%
Bachelor's degree	12,052	1,547	68%
Master's degree	0	3,507	0%
Ph.D. or professional degree	0	536	0%

Experience Breakdown

Minimum Experience	Unique Postings	% of Total
No Experience Listed	4,692	27%
0 - 1 Years	1,523	9%
2 - 3 Years	3,663	21%
4 - 6 Years	4,148	24%
7 - 9 Years	1,783	10%
10+ Years	1,839	10%

Top Companies Posting

	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Google	2,159 / 596	4 : 1 	21 days
Apple	1,429 / 330	4 : 1 	17 days
Career Group	624 / 204	3 : 1 	32 days
Stanford University	793 / 169	5 : 1 	24 days
Amazon	2,110 / 155	14 : 1 	28 days
Robert Half	161 / 140	1 : 1 	14 days
Meta	527 / 132	4 : 1 	24 days
Kaiser Permanente	359 / 127	3 : 1 	14 days
University of California-Berkeley	328 / 122	3 : 1 	33 days
CVS Health	287 / 114	3 : 1 	21 days

Top Cities Posting

City	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
San Francisco, CA	10,805 / 3,992	3 : 1 	23 days
San Jose, CA	4,526 / 1,688	3 : 1 	22 days
Oakland, CA	2,129 / 847	3 : 1 	21 days
Santa Clara, CA	2,272 / 773	3 : 1 	22 days
Sunnyvale, CA	2,357 / 733	3 : 1 	22 days
Mountain View, CA	2,235 / 691	3 : 1 	21 days
Palo Alto, CA	1,325 / 520	3 : 1 	22 days
Fremont, CA	1,238 / 506	2 : 1 	23 days
Cupertino, CA	1,602 / 457	4 : 1 	19 days
San Mateo, CA	794 / 334	2 : 1 	21 days

Top Posted Occupations

	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
General and Operations Managers	24,291 / 9,361	3 : 1 	23 days
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	10,957 / 4,442	2 : 1 	21 days
Executive Secretaries and Executive Administrative Assistants	6,568 / 2,350	3 : 1 	21 days
Business Operations Specialists, All Other	2,349 / 848	3 : 1 	22 days
Administrative Services Managers	1,349 / 390	3 : 1 	25 days
Office Clerks, General	505 / 253	2 : 1 	21 days
Clinical and Counseling Psychologists	4 / 4	1 : 1 	16 days

Top Posted Occupations

Occupation (O*NET)	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
General and Operations Managers	24,291 / 9,361	3 : 1 	23 days
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	10,957 / 4,442	2 : 1 	21 days
Executive Secretaries and Executive Administrative Assistants	6,568 / 2,350	3 : 1 	21 days
Administrative Services Managers	1,349 / 390	3 : 1 	25 days
Business Continuity Planners	582 / 295	2 : 1 	17 days
Online Merchants	716 / 281	3 : 1 	22 days
Office Clerks, General	505 / 253	2 : 1 	21 days
Sustainability Specialists	396 / 207	2 : 1 	27 days
Security Management Specialists	655 / 65	10 : 1 	27 days
Clinical and Counseling Psychologists	4 / 4	1 : 1 	16 days

Top Posted Occupations

Occupation	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Operations Manager / Supervisor	13,068 / 5,122	3 : 1 	23 days
Office / Administrative Assistant	11,462 / 4,695	2 : 1 	21 days
Executive Assistant	6,568 / 2,350	3 : 1 	21 days
General Manager	4,611 / 1,954	2 : 1 	25 days
Business / Management Analyst	4,548 / 1,373	3 : 1 	21 days
Chief Operating Officer	1,513 / 690	2 : 1 	17 days
Administrative Manager	1,201 / 328	4 : 1 	24 days
E-Commerce Analyst	654 / 261	3 : 1 	21 days
Business Change Manager	519 / 257	2 : 1 	17 days
Sustainability Specialist	396 / 207	2 : 1 	27 days
Retail Store Manager / Supervisor	350 / 140	3 : 1 	24 days
Museum Director	201 / 82	2 : 1 	32 days
Cyber / Information Security Engineer / Analyst	655 / 65	10 : 1 	27 days
Office Manager	148 / 62	2 : 1 	29 days
Business Continuity Planner / Analyst	63 / 38	2 : 1 	17 days
Shipping / Receiving Clerk	60 / 18	3 : 1 	34 days
Psychologist	4 / 4	1 : 1 	16 days
Retail Sales Associate	2 / 2	1 : 1 	21 days

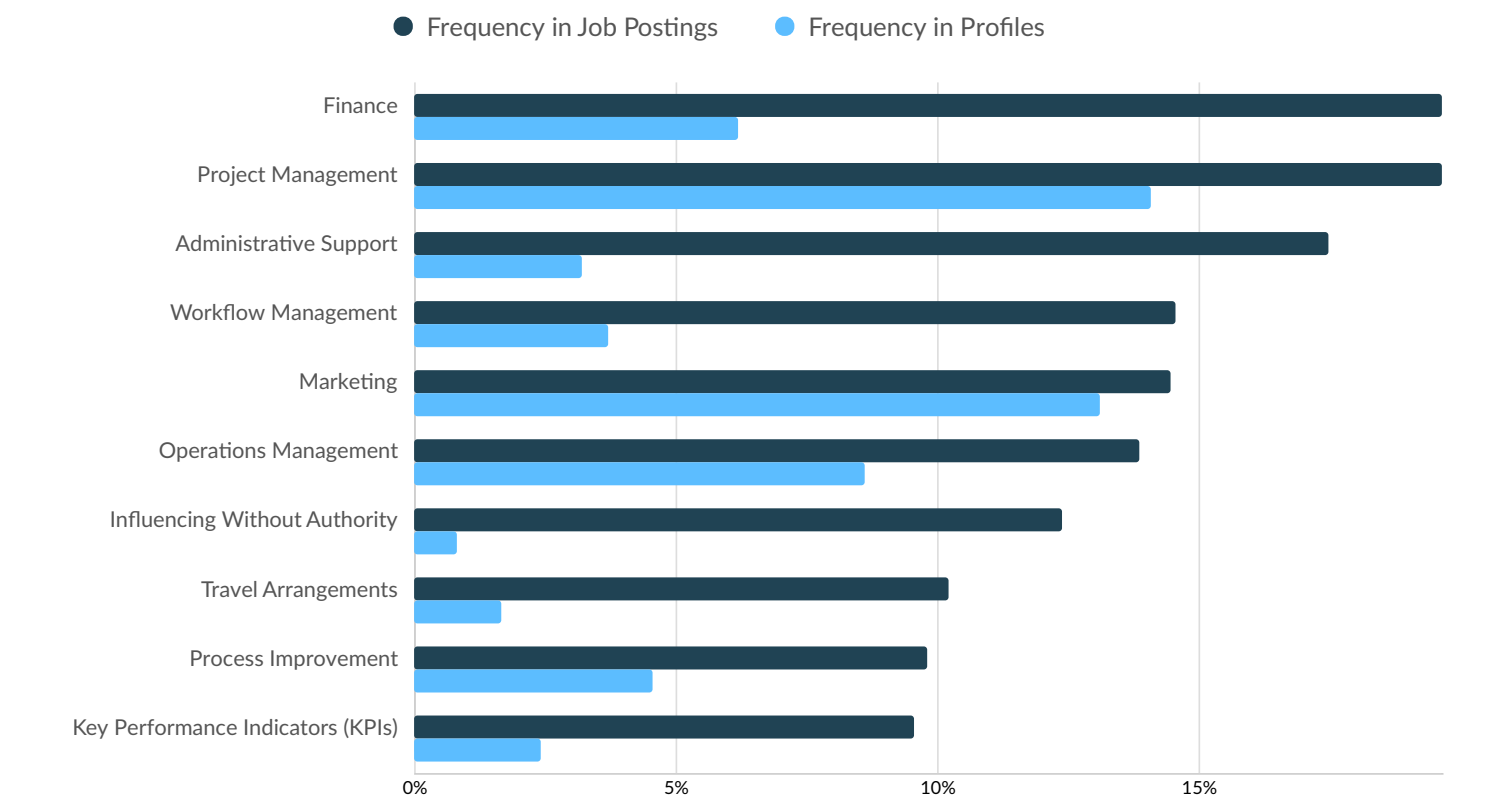
Top Posted Job Titles

	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Administrative Assistants	3,299 / 1,435	2 : 1 	20 days
Executive Assistants	3,843 / 1,432	3 : 1 	21 days
Operations Managers	948 / 434	2 : 1 	22 days
Directors of Operations	618 / 294	2 : 1 	27 days
Operations Supervisors	529 / 182	3 : 1 	23 days
General Managers	387 / 179	2 : 1 	27 days
Office Assistants	363 / 172	2 : 1 	21 days
Office Coordinators	279 / 151	2 : 1 	15 days
Strategy and Operations Managers	512 / 147	3 : 1 	22 days
Assistant Managers	395 / 143	3 : 1 	26 days

Top Industries

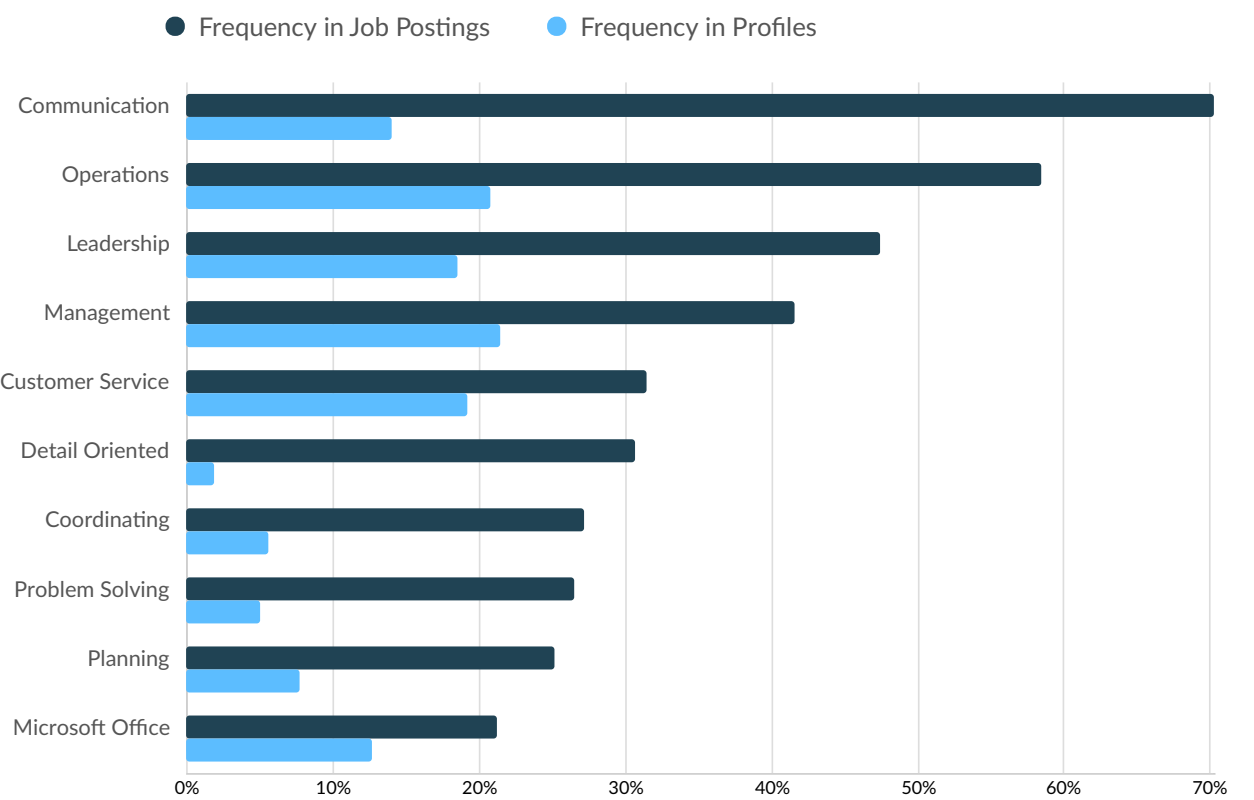
	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Employment Placement Agencies	2,194 / 1,133	2 : 1 	18 days
Web Search Portals and All Other Information Services	2,740 / 757	4 : 1 	21 days
Colleges, Universities, and Professional Schools	2,245 / 570	4 : 1 	30 days
All Other Professional, Scientific, and Technical Services	1,059 / 383	3 : 1 	28 days
Pharmaceutical Preparation Manufacturing	964 / 364	3 : 1 	21 days
Software Publishers	919 / 363	3 : 1 	21 days
Electronic Computer Manufacturing	1,530 / 356	4 : 1 	17 days
Temporary Help Services	579 / 356	2 : 1 	17 days
Computing Infrastructure Providers, Data Processing, Web Hosting, and Related Services	833 / 340	2 : 1 	28 days
General Medical and Surgical Hospitals	755 / 288	3 : 1 	19 days

Top Specialized Skills



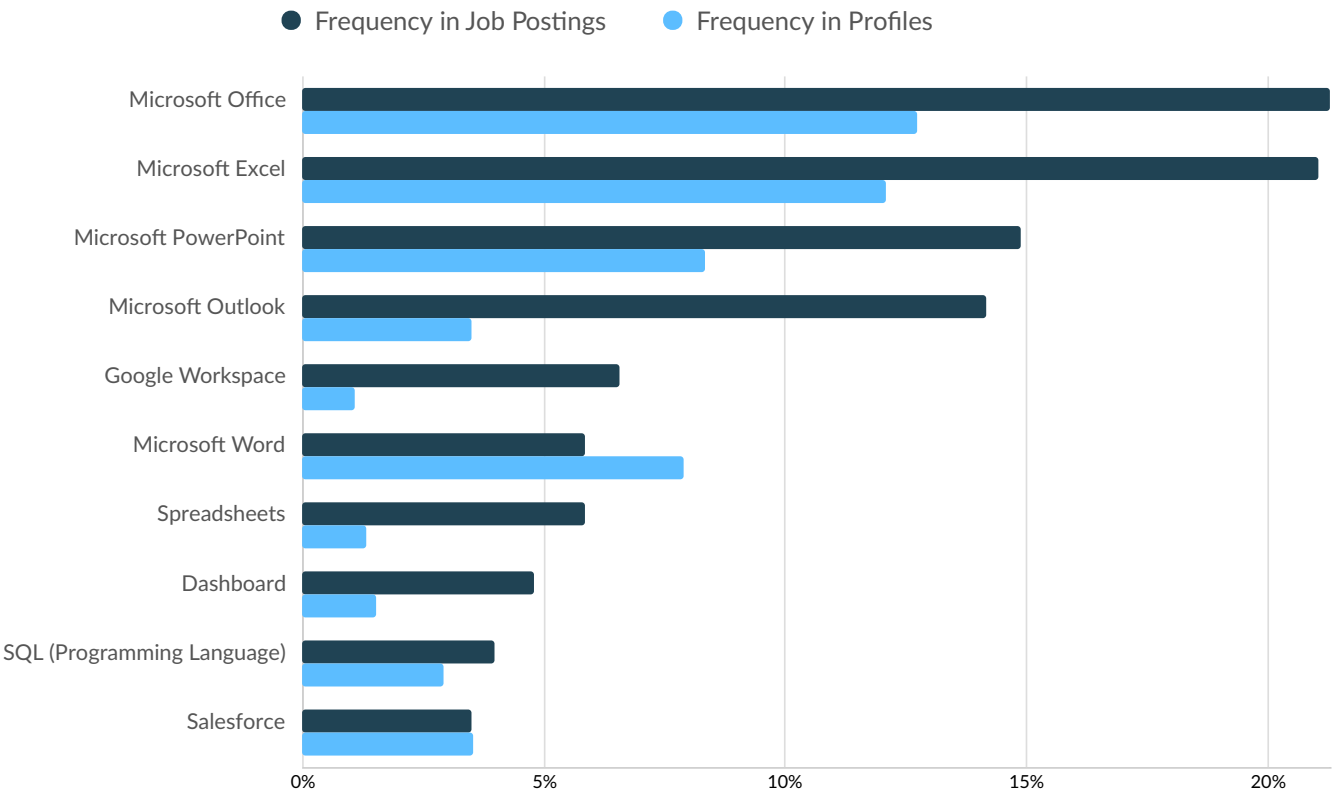
	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Finance	3,472	20%	26,321	6%	+22.4%	Rapidly Growing
Project Management	3,470	20%	59,901	14%	+19.4%	Rapidly Growing
Administrative Support	3,086	17%	13,667	3%	+17.3%	Rapidly Growing
Workflow Management	2,570	15%	15,718	4%	+16.4%	Growing
Marketing	2,556	14%	55,789	13%	+21.1%	Rapidly Growing
Operations Management	2,452	14%	36,658	9%	+17.1%	Rapidly Growing
Influencing Without Authority	2,191	12%	3,462	1%	0.0%	Insf. Data
Travel Arrangements	1,804	10%	7,089	2%	-6.8%	Lagging
Process Improvement	1,733	10%	19,344	5%	+21.3%	Rapidly Growing
Key Performance Indicators (KPIs)	1,689	10%	10,287	2%	+14.8%	Growing

Top Common Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Communication	12,406	70%	59,968	14%	+8.5%	Stable
Operations	10,315	58%	88,531	21%	+8.8%	Stable
Leadership	8,385	48%	78,717	19%	+9.5%	Growing
Management	7,339	42%	91,188	21%	+5.7%	Stable
Customer Service	5,553	31%	81,506	19%	+5.0%	Stable
Detail Oriented	5,413	31%	7,938	2%	+8.2%	Stable
Coordinating	4,801	27%	24,106	6%	+12.8%	Growing
Problem Solving	4,691	27%	21,675	5%	+11.1%	Growing
Planning	4,450	25%	32,995	8%	+10.3%	Growing
Microsoft Office	3,759	21%	54,150	13%	+16.9%	Growing

Top Software Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Microsoft Office	3,759	21%	54,150	13%	+16.9%	Growing
Microsoft Excel	3,716	21%	51,369	12%	+14.8%	Growing
Microsoft PowerPoint	2,628	15%	35,479	8%	+19.9%	Rapidly Growing
Microsoft Outlook	2,503	14%	14,870	3%	+22.2%	Rapidly Growing
Google Workspace	1,160	7%	4,651	1%	+17.1%	Rapidly Growing
Microsoft Word	1,037	6%	33,531	8%	+6.8%	Stable
Spreadsheets	1,033	6%	5,597	1%	+15.6%	Growing
Dashboard	849	5%	6,493	2%	+24.9%	Rapidly Growing
SQL (Programming Language)	703	4%	12,479	3%	+5.9%	Stable
Salesforce	617	3%	15,133	4%	+23.9%	Rapidly Growing

Top Qualifications

	Postings with Qualification
Master Of Business Administration (MBA)	1,878
Valid Driver's License	1,307
Cardiopulmonary Resuscitation (CPR) Certification	207
Project Management Professional Certification	198
First Aid Certification	171
Certified Public Accountant	131
Chartered Financial Analyst	124
Change Management Certification	81
Project Management Certification	62
ServSafe Certification	60

Top Advertised Benefits

	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Retirement and Savings	19,627 / 7,793	3 : 1 	24 days
Insurance	17,779 / 7,337	2 : 1 	23 days
Paid Leave	16,446 / 6,853	2 : 1 	24 days
Education and Career Development	8,243 / 3,240	3 : 1 	25 days
Supplemental Pay	7,396 / 2,900	3 : 1 	23 days
Health and Wellness Benefits	6,694 / 2,544	3 : 1 	25 days
Work-Life Balance	4,430 / 1,819	2 : 1 	23 days
Other Benefits	4,812 / 1,428	3 : 1 	25 days

Appendix A

Top Posting Sources

Website	Postings on Website (May 2025 - May 2026)
simplyhired.com	7,445
indeed.com	4,799
disabledperson.com	3,390
dejobs.org	2,970
diversityjobs.com	1,730
glassdoor.com	1,101
myworkdayjobs.com	1,045
fairygodboss.com	470
hercjobs.org	291
icims.com	262
smartrecruiters.com	256
google.com	231
greenhouse.io	215
oraclecloud.com	212
themuse.com	185
apple.com	170
craigslist.org	167
dice.com	162
scholarshipdb.net	152
governmentjobs.com	150
edjoin.org	136
jobmonkeyjobs.com	125
jobit.com	122
ultipro.com	119
kaiserpermanentejobs.org	115

Appendix B

Sample Postings

Administrative Assistant	
Link to Live Job Posting: Posting is no longer active	
Location: South San Francisco, CA	O*NET: 43-6014.00
Company: Addison Group	Job Title: Administrative Assistants

Administrative Assistant at Addison Group Administrative Assistant at Addison Group in South San Francisco, California Posted in 11 days ago.

Type:

full-time

Job Description:

Job Title:

Administrative Assistant Location:

South San Francisco, CA Industry:

Professional Services Contract:

6+ months

Pay:

\$24-\$27/hour

Benefits:

Vision, Dental, Health, 401k

Job Description:

The Administrative Assistant will support senior leadership and client teams by ensuring smooth day-to-day functions, project logistics, and executive support. This role will play a key part in shaping the culture of the office and driving operational efficiency as the team continues to grow.

Key Responsibilities:

Manage scheduling, travel coordination, and calendar management for executives Prepare meeting spaces and assist with internal and external meeting logistics Track and submit expense reports, invoices, and other administrative documentation Support project teams with meeting coordination, agenda prep, and follow-up Maintain a clean, organized, and welcoming office environment Collaborate with cross-functional teams across the U.S. and internationally Handle special projects and operational tasks as needed

Qualifications:

2-4+ years of administrative experience, preferably in a professional or client-facing environment High school diploma required; associate's or bachelor's degree preferred Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) Strong communication skills - both written and verbal Confident, dependable, and detail-oriented with excellent time management Able to manage multiple priorities with professionalism and poise

Underwriting Managers — Zurich Insurance in Bolinas, CA (Apr 2026 - Apr 2026)

AVP, Underwriting Manager or VP Sr. Underwriting Manager, Large Property

Link to Live Job Posting: Posting is no longer active

Location: Bolinas, CA

O*NET: 11-1021.00

Company: Zurich Insurance

Job Title: Underwriting Managers

Job Description:

Zurich North America is hiring an AVP, Underwriting Manager or VP Sr. Underwriting Manager, Large Property to join our Large Property underwriting team in Zurich's San Francisco office. We are also open to hiring this role at our office Seattle. While this position will be based out of a Zurich office, you will have the flexibility to work on a hybrid basis. You will partner with your manager to set a flexible work schedule that supports you, our customers, and our brokers and agents. This role will require you to be visible in the marketplace to meet with our agents and brokers and be in the office/market three days per week. As a member of Zurich's Underwriting management team, you will enjoy the opportunity to fully apply and hone your underwriting management and marketing skills. Specifically, you will manage a market facing underwriting unit, and aid in making appropriate underwriting decisions. This role will be filled at either AVP or VP level. The hiring manager will determine the appropriate level based upon the selected applicant's experience and skill set relative to the qualifications listed for this position. There will be approximately 25% travel for this position. In this role you will be responsible for: Managing market facing underwriters and underwriting associates who proactively seek renewal and new account opportunities. Identifies new growth opportunities with key distributors for areas of responsibility. Ensure that accounts are qualified, and meet with the organization's appetite, balanced with sound business opportunity. Along with underwriters in areas supervised, make agents/broker/customer and on-sight calls with a planned and well-prepared purpose. Oversee negotiations of Terms & Conditions and closes deals. Ensure cross-sell within areas of responsibility to increase product density with the account. Provide continuous coaching on sales best practices, mentor staff to develop strong broker and client networks as related to industries underwritten by Business Unit. Basic Qualifications (AVP Level): High School Diploma or Equivalent and 7 or more years of experience in the Underwriting or Market Facing area OR High School Diploma or Equivalent and 14 or more years of experience in the Claims or Underwriting Support area OR Zurich Certified Insurance Apprentice including an Associate Degree and 5 or more years of experience in the Underwriting or Market Facing area AND 2 or more years of management experience OR Basic Qualifications (VP Level): Bachelors Degree and 10 or more years of experience in the Underwriting, Market Facing, Broker, Carrier or Risk Management area within the Commercial Insurance industry OR Bachelors Degree with 20 or more years of experience in Claims or Underwriting Support area within the Commercial Insurance industry AND Experience in the Large Property line of business 2 or more years of people management experience

Preferred Qualifications:

CPCU Advanced knowledge of Commercial Property product lines, the commercial insurance industry Strong Broker relationships in West region Excellent communication skills Excellent skills in relationship building Strong presentation skills Results oriented Your pay at Zurich is based on your role, location, skills, and experience. We follow local laws to ensure fair compensation. You may also be eligible for bonuses and merit increases. If your expectations are above the listed range, we still encourage you to apply—your unique background matters to us. The pay range shown is a national average and may vary by location. The combined salary range for this position is \$150,000.00 - \$285,000.00. The proposed salary range for the AVP, Underwriting Manager is \$150,000.00 - \$235,000.00, with short-term incentive bonus eligibility set at 20%. The proposed salary range for the VP Sr. Underwriting Manager is \$200,000.00 - \$285,000.00, with short-term incentive bonus eligibility set at 25%. We offer competitive pay and comprehensive benefits for employees and their families. [Learn more about Total Rewards here .] Why Zurich? At Zurich, we value your ideas and experience. We offer growth, inclusion, and a supportive environment—so you can help shape the future of insurance. Zurich North America is a leader in risk management, with over 150 years of expertise and coverage across 25 industries, including 90% of the Fortune 500®. Join us for a brighter future—for yourself and our customers. Zurich in North America does

not discriminate based on race, ethnicity, color, religion, national origin, sex, gender expression, gender identity, genetic information, age, disability, protected veteran status, marital status, sexual orientation, pregnancy or other characteristics protected by applicable law. Equal Opportunity Employer disability/vets. Zurich complies with 18 U.S. Code § 1033.

Please note:

Zurich does not accept unsolicited CVs from agencies. Preferred vendors should use our Recruiting Agency Portal. Location(s): AM - San Francisco, AM -

Seattle Remote Working:

Hybrid Schedule:

Full Time Employment Sponsorship Offered:

No Linkedin Recruiter Tag:

LI-BN1 LI-EXECUTIVE

LI-HYBRID

Medical Assistant 1/Front Office	
Link to Live Job Posting: Posting is no longer active	
Location: Berkeley, CA	O*NET: 43-6014.00
Company: LifeLong Medical Care	Job Title: Front Office Medical Assistants
Medical Assistant 1/Front Office Berkeley, CA Job Details Full-time \$21.84 an hour 21 hours ago Benefits Partner benefits Paid holidays Health insurance Dental insurance Flexible spending account Vision insurance 403(b) Qualifications Bilingual Collaborate with healthcare professionals CPR Certification Patient flow optimization Medical equipment sterilization Vital signs Maintaining an organized workspace Accreditation standards (regulatory compliance area) Electronic health records (EHR) management CCMA Certification Community health center experience Medical office experience BLS Certification Infection control Processing cash transactions RMA CPR Patient service ECG equipment Medical scheduling Administrative experience High school diploma or GED Medical administrative support Disinfection procedures Collecting samples for laboratory testing Bachelor's degree Task prioritization Quality improvement Medical laboratory work Front desk Medical equipment cleaning Blood glucose monitoring Stocking Medical Assisting Clerical experience Productivity software HIV/AIDS care Patient charting Clean workspace maintenance Working with individuals with substance use disorders Patient referrals Managing patient records Vaccination administration Certified Medical Assistant Health education and counseling Entry level Hearing assessments Full Job Description Supporting Community Healthcare is a rewarding role. LifeLong Medical Care is looking for a Medical Assistant/Front Office to work at our LeNoir Health Center in Oakland. The Medical Assistant/Front Office is part of a patient-centered care team composed of a clinical provider, medical assistant, and auxiliary staff providing urgent and primary care health services in a community health center setting. The Medical Assistant/Front Office is responsible for assisting medical providers by completing basic clerical and clinical tasks utilizing Electronic Health Record systems. Responsible for the coordination of operations in the areas of medical reception, scheduling, front desk and general clinic services. The Medical Assistant will collaborate with the Center Supervisor and Director in the implementation of protocols for the front office and patient scheduling. The ideal candidate has excellent customer service skills working with diverse populations and previous medical office work experience. Completion of an accredited Medical Assistant program and current CPR are required. This is a full time, 40 hours/week, benefit eligible position in Oakland. This position is represented by SEIU-UHW. Salaries and benefits are set by a collective bargaining agreement (CBA), and an employee in this position must remain a member in good standing of SEIU-UHW, as defined in the CBA. LifeLong Medical Care is a multi-site, Federally Qualified Health Center (FQHC) with a rich history of providing innovative healthcare and social services to a wonderfully diverse patient community. Our patient-centered health home is a dynamic place to work, practice, and grow. We have over 15 primary care health centers and deliver integrated services including psychosocial, referrals, chronic disease management, dental, health education, home visits, and much, much more. Benefits Compensation: \$21.84/hour. We offer excellent benefits including: medical, dental, vision (including dependent and domestic partner coverage), generous leave benefits including ten paid holidays, Flexible Spending Accounts, 403(b) retirement savings plan. Responsibilities Administrative Utilize an Electronic Health Record system to document patient registration, vital signs, review of systems, medication and health history, community health measures, including tobacco use and	

patient tracking. Assist in patient flow by timely rooming of patients and maintaining an awareness of exam room availability and timing. Provide back-up for the front desk with answering telephones, medical reception, financial eligibility, cashiering and medical records. Perform patient discharge activities, including but not limited to completion of referral forms, instructions regarding filling prescriptions, making appointments, copying forms and other activities as needed. Perform other duties as assigned by supervisor. Clinical Prepare exam rooms before and after patient examinations according to clinic infection control procedures. Perform injection of vaccines and basic in-clinic lab tests including but not limited to urine dipstick, hemoglobin A1C, regular hemoglobin, rapid strep, pregnancy test and glucose level tests as ordered by provider. Perform phlebotomy when Lab Technician is not available. Perform EKG, ear lavage, audiometry testing and other tests as necessary. Assist practitioners during examinations as needed. Provide patient education and information as instructed by clinic practitioners and clinic protocols. Actively participate in internal quality improvement teams and work with members proactively to drive quality improvement initiatives in accordance with the mission and strategic goals of the organization, federal and state laws and regulations, and accreditation standards. Medical Office Maintenance Maintain adequate stock of medical supplies and forms in clinic areas and at the MA Station, checking supply levels regularly. Clean, sterilize and stock reusable instruments, as needed. Test medical and laboratory equipment in accordance with regulatory guidelines. Keep all clinic areas neat and clean at all times. Ability to prioritize completing work demands and tasks from patients or staff. Ability to work effectively and calmly under pressure in a positive, friendly manner. Ability to anticipate patient or provider needs and take proactive measures to meet those needs within your scope of practice. Strong organizational, administrative and problem-solving skills, and ability to be flexible and adaptive to change. Ability to seek direction/approval from on essential matters, yet work independently, using professional judgment and diplomacy. Work in a team-oriented environment with a number of professionals with different work styles and support needs. Excellent interpersonal, verbal, and written skills and ability to effectively work with people from diverse backgrounds and be culturally sensitive. Conduct oneself in internal and external settings in a way that reflects positively on LifeLong Medical Care as an organization of professional, confident and sensitive staff. Make appropriate use of knowledge/ expertise/ connections of other staff. Be creative and mature with a "can do", proactive attitude and an ability to continuously "scan" the environment, identifying and taking advantage of opportunities for improvement. Job Requirements High school diploma/equivalent and completion of an accredited Medical Assistant Program. Minimum of one year of experience in a community clinic, family practice setting a plus (not including clinical rotation/externship) Electronic Health Records and Electronic Practice Management systems experience. Proficient in Microsoft Office and the internet. Current CPR from AHA approved organization. Ability to lift 25 pounds. Job Preferences Bachelor's Degree in health care or related field. Prefer one of the following three certifications (1) American Association of Medical Assistants (AAMA), or (2) American Medical Technologists (AMT) or (3) California Certifying Board of Medical Assistants (CCMA) Experience working with the homeless, substance users, HIV (AIDS) infected or psychological impaired persons. Working knowledge of community health problems including social and economic factors relating to health. Bilingual

Executive Assistants — Epic Care in Pleasant Hill, CA (Jan 2026 - Feb 2026)

Executive Assistant	
Link to Live Job Posting: Posting is no longer active	
Location: Pleasant Hill, CA	O*NET: 43-6011.00
Company: Epic Care	Job Title: Executive Assistants
Executive Assistant Pleasant Hill, CA Job Details \$80,000 - \$121,000 a year 1 day ago Qualifications Project team coordination Meeting minutes Project reporting Customer communication Microsoft Excel 5 years Content editing Associate's degree in Business Administration Executive administrative support Clinic experience Mid-level Customer inquiry handling High school diploma or GED Medical administrative support Task prioritization Presentation creation Business Administration Productivity software Managing executive calendars Cross-functional collaboration Business Associate's degree Travel scheduling Communication skills Cross-functional communication Progress tracking (project management tasks) Time management Full Job Description Overview: ANNUAL SALARY (DEPENDING ON SKILLS/EXPERIENCE): \$80,000.00 - \$121,000.00 JOB SUMMARY: The Executive Assistant provides high-level administrative support and project management to the Executive Director in a healthcare environment. This role manages complex calendars, schedules meetings in person and teleconferences in multiple time zones, prepares materials for meetings with operational leadership and executive management (creating and editing presentations and agendas, coordinating schedules with meeting attendees, etc.) prepares communications and reports, coordinates and manages projects, timelines, and deliverables to meet the needs of a fast-paced environment. Plans and coordinates management meetings, including all team-building activities. Responsibilities require independent judgment, exceptional organizational and communication skills, and the ability to handle sensitive information. The Executive Assistant anticipates needs, ensures seamless operations, and supports organizational goals through efficient project management and cross-departmental collaboration. Responsibilities: ESSENTIAL DUTIES AND RESPONSIBILITIES Serve as the primary point of contact for Executive Director managing interactions with internal and external customers and partners. This includes responding to emails, routing correspondence, project management, and participating in key meetings. Addresses requests and inquiries promptly and appropriately. Supports major departmental projects and strategic initiatives. Includes tracking timelines, deliverables, and feedback cycles for key programs partnering with cross-functional teams to ensure successful execution. Prepare agendas, presentation decks for meetings, project update decks or reports with minimal direction. Drafts communication and other documents with minimal direction; prepare templates, format materials, develop presentations, and proofread for accuracy and quality. Oversees competing priorities and manages Executive Director's calendar, including complex calendars potentially spanning multiple leaders, appointments, meetings, travel arrangements, and other business activities in accordance with practice guidelines. Leads charge of planning arrangements for major meetings	

for the department. Follow up on details to ensure that meetings run smoothly. Also manages meeting minutes. Facilitate inter and intra-departmental communications on behalf of leadership, collaborating closely with internal teams and external clients while handling sensitive and confidential information with discretion. Follows established procedures to ensure security of departmental records and documents. Plans and executes onsite and offsite team meetings, strategic sessions, and team-building activities. Contributes to Board preparation efforts in partnership with the Executive Director, Chief Executive Officer and Admin Services Mgr. Works closely with Executive Director to coordinate and organize team member actions to ensure accountability and timely report out of deliverables is successfully communicated.

Qualifications:

EDUCATION / TRAINING REQUIREMENTS

High School diploma or equivalent. Associate's degree in business administration, or office administration program required. Bachelor's Degree preferred. Project management preferred

EXPERIENCE REQUIREMENTS

Minimum of five years of experience providing administrative support to senior-level executives in an entrepreneurial fast paced environment. Strong interpersonal capabilities, including excellent communication and listening skills; demonstrate a friendly, helpful, professional, energetic, and proactive presence. Project management experience required. Ability to work effectively in a fast paced, continually changing environment with very tight timelines; excellent time management skills with the ability to multitask and prioritize work effectively. Strong proactive troubleshooting and problem-solving skills. Ability to present information in a clear, concise and efficient manner. Exceptional communication skills; written, verbal and interpersonal skills, with the ability to collaborate and partner with all types of personalities and levels of management to accomplish goals and directives. Strong attention to detail with a high degree of accuracy. Promote and support an inclusive work environment where diversity and inclusion are championed. Strong knowledge of Microsoft Office products especially, Excel, Word and PowerPoint and Concur travel / Expenses System. Vizio knowledge a plus Proactive approach to identifying and addressing business needs. Commitment to maintaining discretion and confidentiality. Ability to work independently while remaining flexible, adjusting priorities and tasks in real time to meet departmental objectives. Highly organized and demonstrated ability to manage multiple priorities, work independently, and exercise sound judgment. Successful experience operating in a clinical environment a plus.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit or stand and talk or hear. Requires full range of body motion including manual and finger dexterity, and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 40 lbs. Requires corrected vision and hearing to normal range.

WORK ENVIRONMENT

The work environment may include exposure to communicable diseases, toxic substances, ionizing radiation, medical preparations and other conditions common to an oncology/hematology clinic environment. Work may require minimal travel by air or automobile, approximately 15% of workweek.

Executive Assistant	
Link to Live Job Posting: Posting is no longer active	
Location: San Jose, CA	O*NET: 43-6011.00
Company: Compunnel Software Group	Job Title: Executive Assistants

Executive Assistant Compunnel - 3.6 San Jose, CA Job Details Contract \$32 - \$35 an hour 1 day ago Qualifications Meeting minutes Record keeping Budget management Report writing Microsoft Excel Microsoft Outlook Phone communication Expense management Medical office experience Filing Executive administrative support Research Mid-level High school diploma or GED Medical administrative support Public health Clerical experience Budgeting Managing executive calendars 1 year Business Associate's degree Travel scheduling Leadership Client interaction via phone calls

Full Job Description About Us:

Compunnel Inc boasts over two decades of experience collaborating with leading global enterprises to meet their needs for flexible workforce solutions and on-demand talent. We are a worldwide organization offering strategic workforce management, IT consulting, and on-demand talent services. Our specialization lies in serving various sectors including Financial Services, Healthcare, IT, Life Sciences, Aerospace & Defense, Energy, Retail, Telecom, Manufacturing, and Engineering.

Summary:

We are seeking a highly organized and professional Executive Assistant to support the Chief of Strategic Development (CSD), Chief of Administrative Services, and Chief Financial Officer (CFO). This role involves managing confidential information, coordinating complex schedules, and handling various administrative tasks to ensure smooth daily operations. The Executive Assistant serves as a key point of contact and collaborates on multiple projects, contributing to organizational success

Responsibilities:

Manage day-to-day administrative functions, including scheduling, travel arrangements, and correspondence preparation. Act as a liaison for the CSD and other executives, handling communications with internal and external stakeholders. Maintain records, files, and documentation, ensuring accuracy and confidentiality. Manage the CSD's calendar, schedule meetings, and prioritize appointments. Prepare reports, meeting minutes, letters, and other official documents. Manage expense reports and budget tracking for the CSD's office. Conduct research and analysis to support decision-making and project execution. Assist with special projects, problem-solving, and operational initiatives. Track and report operational metrics and collaborate with departments to enhance performance. Provide exceptional customer service and support for walk-ins, phone inquiries, and email communications. Ensure a professional and confidential approach in all interactions and documentation

Qualifications:

High school diploma or equivalent. Minimum of one year of experience in administrative support. Proficiency in Microsoft Office Suite, including Word, Excel, and Outlook. Preferred education, experience, training Associate's degree in Business or a related field. Bachelor's degree or equivalent experience preferred. One year of experience as an administrative assistant in a medical office setting. Community or public health experience. " TSHL01 "

Job Type:

Contract Pay:

\$32.00 - \$35.00 per hour

Work Location:

In person

Appendix C - Data Sources and Calculations

Lightcast Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

A Comparative Analysis of Labor Market Outcomes:
Associate's vs. Bachelor's Degrees in Computer Business Office Technology Computer

Market Demand and Posting Overview

Job postings filtering for a Bachelor's degree generate significantly broader employment opportunities in the region compared to those tailored specifically for Associate's degree holders:

- **Unique Job Postings:** The Bachelor's level yielded **17,648 unique job postings** out of 46,023 total postings. In contrast, the Associate's level generated **5,596 unique job postings** out of 14,374 total postings.
- **Employer Competition:** A total of **3,850 unique companies** posted listings targeting Bachelor's candidates, compared to **1,771 unique companies** seeking Associate's candidates.
- **Posting Intensity:** Both education levels exhibited a **3:1 posting intensity**, matching the regional average and indicating consistent employer effort across duplicate job postings.
- **Hiring Duration:** The median posting duration for both degree thresholds is identical at **22 days**.

Salary Levels and Compensation Trends

The salary gap between the two educational tiers is substantial, reflecting the difference between routine administrative support and leadership or specialized operations roles.

Compensation Metric	Associate's Degree (AA/AS)	Bachelor's Degree
Median Advertised Hourly Salary	\$30.03 / hr (~\$62,462 / yr)	\$52.80 / hr (~\$109,824 / yr)
1-Year Salary Trend (May 2025–May 2026)	+15.7% increase	-6.4% decrease
Salary Data Coverage	3,941 postings (70% of total)	12,299 postings (70% of total)

Specific Pay Examples from Job Listings

- **Associate's Level Postings:** Roles tend to cluster in hourly brackets ranging from \$21.84 to \$32.00 per hour. For example, LifeLong Medical Care advertised Front Office Medical Assistants at **\$21.84/hr**, Addison Group listed Administrative Assistants at **\$24.00–\$27.00/hr**, Security 101 listed Service Coordinators at **\$27.00–\$32.00/hr**, Samuel Merritt University capped Administrative Assistant III roles at **\$28.00/hr**, and the Immigration Institute of the Bay Area offered annual salaries of **\$41,000–\$58,000**.
- **Bachelor's Level Postings:** Roles encompass higher hourly rates and salaried management positions. Compunnel Software Group offered Executive Assistants **\$32.00–\$35.00/hr**, while Epic Care offered Executive Assistants **\$80,000–\$121,000/year**. Senior management listings, such as Zurich Insurance's Underwriting Manager positions, reached salary ranges of **\$150,000–\$285,000/year**.

Regional Breakdown ("Where")

Both degree levels find their largest concentration of postings within tech hubs and metropolitan centers across San Francisco Bay Area counties, though their proportional distributions vary.

Top Counties by Postings Volume

1. **Santa Clara County:** Leads market demand for both cohorts, accounting for 5,751 unique postings at the Bachelor's level and 1,659 unique postings at the Associate's level.
2. **San Francisco County:** Holds 3,977 unique postings for Bachelor's degree holders compared to 931 for Associate's degree holders.
3. **Alameda County:** Represents a higher proportional share of Associate's roles (1,373 postings) while holding 3,634 postings for Bachelor's holders.
4. **San Mateo County:** Features 2,490 unique postings at the Bachelor's level and 621 postings at the Associate's level.
5. **Contra Costa County:** Comprises 1,180 Bachelor's postings and 701 Associate's postings.

Top Cities

- **San Francisco, CA:** The primary employer hub for both tiers, hosting 3,992 unique Bachelor's listings and 932 unique Associate's listings (median posting duration of 23 days for both).
- **San Jose, CA:** Follows closely with 1,688 Bachelor's listings and 623 Associate's listings.
- **Oakland, CA:** Ranks third with 847 Bachelor's listings and 329 Associate's listings.
- **Suburban Tech Hubs:** Cities like Santa Clara (773 BS / 213 AA), Sunnyvale (733 BS / 132 AA), Palo Alto (520 BS / 184 AA), and Fremont (506 BS / 213 AA) heavily skew toward Bachelor's requirements due to corporate headquarters and research facilities.

Experience Requirements ("How Long")

Experience thresholds reveal distinct hiring filters between entry-level administrative positions and senior operations roles:

- **Associate's Degree Cohort:** Heavily favors early-career candidates. Postings requiring **0–3 years of experience total 47%** (18% ask for 0–1 years; 29% ask for 2–3 years), while 35% list no specific experience minimum. Only **3%** of AA postings require 7 or more years of experience.
- **Bachelor's Degree Cohort:** Demands mid-to-senior level professional backgrounds. Postings requiring **4 or more years of experience total 44%** (24% ask for 4–6 years; 10% ask for 7–9 years; 10% ask for 10+ years). Only **9%** of Bachelor's postings accept 0–1 years of experience.

Top Employers, Industries, and Occupations

Top Employers

- **Bachelor's Level:** Dominated by global tech corporations and higher education institutions, including **Google** (596 unique postings), **Apple** (330), **Stanford University** (169), **Amazon** (155), **Meta** (132), and **Kaiser Permanente** (127).
- **Associate's Level:** Focused in retail healthcare, regional medical centers, and staffing agencies, led by **CVS Health** (127 unique postings), **Stanford University** (87), **Robert Half** (79), **AppleOne** (56), **Kaiser Permanente** (55), and **Longs Drug Stores** (53).

Dominant Occupations and Job Titles

- **Bachelor's Focus:** Prioritizes managerial responsibility. Top occupations include **General and Operations Managers** (9,361 unique postings), **Secretaries and Administrative Assistants** (4,442), **Executive Secretaries/Assistants** (2,350), and **Business Operations Specialists** (848). Top job titles include *Administrative Assistant*, *Executive Assistant*, *Operations Manager*, and *Director of Operations*.
- **Associate's Focus:** Centers on general support. Top occupations include **Secretaries and Administrative Assistants** (3,114 unique postings), **General and Operations Managers** (1,614), **Executive Secretaries/Assistants** (509), and **Office Clerks** (148). Top job titles include *Administrative Assistant*, *Executive Assistant*, *Operations Supervisor*, *Shift Supervisor*, and *Office Assistant*.

Skill Sets, Technical Competencies, and Certifications

Specialized Skills Breakdown

- **Associate's Degree Demands:** Emphasizes technical office procedures: **Administrative Support** (30% of postings), **Office Supply Management** (15%), **Data Entry** (14%), **Office Equipment** (14%), **Invoicing** (14%), **Travel Arrangements** (12%), **Expense Reports** (10%), **Inventory Management** (10%), and **Calendar Management** (9%).
- **Bachelor's Degree Demands:** Shifts toward analytical and enterprise-level execution: **Finance** (20% of postings), **Project Management** (20%), **Workflow Management** (15%), **Marketing** (14%), **Operations Management** (14%), **Influencing Without Authority** (12%), and **Process Improvement** (10%).

Software Tools & Qualifications

- **Software Tools:** Both tiers require core business software like **Microsoft Office** (32% AA / 21% BS), **Excel** (30% AA / 21% BS), and **Outlook** (23% AA / 14% BS). However, Bachelor's positions increasingly request technical analytics and CRM platforms like **Dashboard analytics software** (+24.9% growth), **SQL**, and **Salesforce**.
- **Certifications:** Associate's listings prioritize operational and safety credentials such as a **Valid Driver's License** (694 postings), **CPR Certification** (155), and **First Aid Certification** (124). Bachelor's listings request strategic credentials, led by the **Master of Business Administration (MBA)** (1,878 postings) and the **Project Management Professional (PMP)** certification (198 postings).

While an Associate's degree in Computer Business Office Technology offers accessible entry into foundational office administration, scheduling, and clerical supervision, completing a Bachelor's degree significantly widens career access across major Bay Area employers. The Bachelor's credential moves candidates into cross-functional project management, operational leadership, and executive support roles, commanding higher salary scales, greater employer choice in premier tech hubs, and broader long-term advancement potential.