

Jobs, Careers & Education

University

institution of higher learning which offers teaching and research facilities and awards a variety of bachelor's degrees, master's degrees and doctorates

College

institution of higher learning which offers bachelor's degrees in liberal arts, science or both

Community/Junior College

institution of higher learning which offers associate degrees; often government-supported and less expensive than universities and colleges

Technical School

institution of higher learning which offers training for specific careers, such as welding, culinary arts, plumbing, medical assisting, cosmetology, etc.; sometimes provide students with licensure, certification or associate degrees; also known as vocational college or trade school

Associate Degree

requires 60 hours of coursework, usually taking two years to complete; vary based on school and subject area

Bachelor's Degree

requires 120 hours of coursework, usually taking four years to complete; include general education courses and courses specific to the student's major

Major

subject of specialization chosen by a student of an institution of higher learning

Master's Degree

advanced degree earned after completing a bachelor's degree; requires at least an additional 30 hours of coursework after the bachelor's degree

Doctoral Degree

highest level of degree available; requires between 90 and 120 additional hours of coursework after the bachelor's degree (could be less if you already have a master's degree)

Extracurricular Activities

activities falling outside of the normal, required curriculum of school

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Mentor

trusted guide or counselor who provides information, advice and support

Scholarship

financial aid awarded to a student, as for the purpose of attending an institution of higher learning, often offered for academic achievement; does not require repayment

Grant

financial aid given to a student of an institution of higher learning by the federal government, state government, college, or organization; usually offered due to financial need; does not require repayment

Loan

financial aid provided on the terms it will be repaid

Work-study Program

program providing financial aid to a student of an institution of higher learning in exchange for employment services

Employability

level to which someone is likely to gain employment and be successful in a career

Employability Skills

skills needed to be effective in any job market and workplace

Initiative

ability or instinct to act or take charge independently

Lifestyle

way or condition in which a person lives; reflect a person's values, morals, culture and financial situation

Socioeconomic Status

measure of position based on social and economic factors including education, income, occupation and wealth

Work-life Balance

balance between work and personal responsibilities

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Burnout

emotional, mental and physical exhaustion caused by overloading

Leisure

time for hobbies, ease and relaxation

Discrimination

act of treating people differently based solely on physical characteristics such as age, gender, race, ethnicity, disability, etc.; is illegal in the workplace; lowers morale in the workplace and is bad for business

Glass Ceiling

term used to describe a barrier preventing minorities and women from rising to positions of power or responsibility

Morale

mental and emotional well-being of a person or group

Stereotype

oversimplified or biased mental picture which characterizes a person or group of people

Economy

state of wealth, resources and employment in a country or region; has a lot of influence on the job market and workforce

Recession

period of reduced economic activity; affects the job market and unemployment

Blue-collar Career

relates to labor and working with your hands

White-collar Career

relates to working in an office setting

Career Cluster

group of similar occupations and industries

Lifelong Learning

ongoing, voluntary pursuit of knowledge

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Career Ladder

term used to describe the vertically structured sequence of job positions through which a person can progress

Résumé

document listing a person's education, work experience and accomplishments used by employers to determine job eligibility

Portfolio

collection of past work used to document skills and achievements