

RESEARCH BRIEF
**Employment Outcomes of NOVA Graduates:
 Contract Management, A.A.S. and Certificate Programs**
Introduction

This Research Brief presents the employment outcomes of 69 NOVA graduates of the Contract Management A.A.S. and Certificate programs from 2007 through 2017 (Section I) and provides employment data for Contract Management (A.S. and B.S.) graduates (Section II).¹ The employment data includes target occupations, job postings, companies hiring, and highly desired job skills and qualifications for Contract Management (A.S. and B.S.) graduates in the NOVA region during the specified period.²

Data were extracted utilizing the Economic Modeling Specialists International (EMSI) product, which provides employment data derived from government sources, online job posting activity, and professional networking profiles (e.g., LinkedIn) and résumés. EMSI employment data were also used to determine the employment outcomes and workforce credentials of NOVA graduates.³

Key Findings

- The vast majority of NOVA Contract Management (A.A.S. and Certificate) program graduates are employed in a contract management-related field (94 percent).
- The employment opportunities for Contract Management (A.S. and B.S.) graduates in the NOVA region are favorable for some target occupations including Administrative Services Managers and Purchasing Managers.
 - Regionally, these target occupations have expected job growth and median hourly earnings higher than national median hourly earnings for these occupations.
- PAE Government Services, Booz Allen Hamilton Holding, Jones Lang Lasalle, General Dynamics, and Hilton Worldwide Holdings are the top five companies hiring Contract Management (A.S. and B.S.) graduates in the NOVA region.

¹ Graduates may have earned additional degrees beyond the Contract Management A.A.S. or Certificate programs.

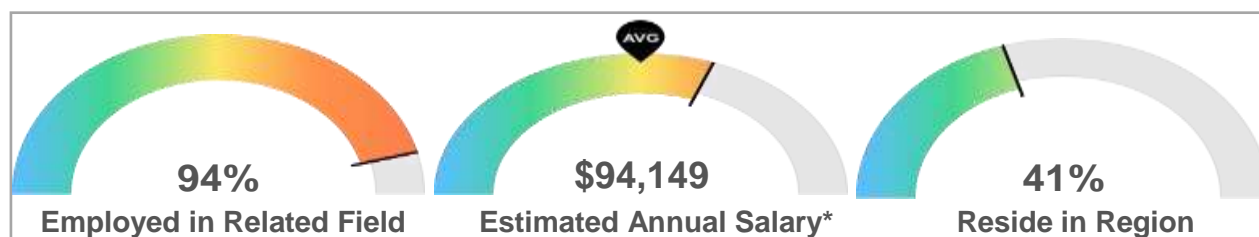
² Job postings comprise both full-time and part-time positions.

³ EMSI: <https://www.economicmodeling.com/>

Section I. Employment Outcomes of NOVA Graduates

This section provides recent (2019) employment outcomes information for 69 NOVA graduates of Contract Management A.A.S. and Certificate programs who graduated from 2007 through 2017.⁴ Of these graduates, 94 percent were employed in Contract Management-related occupations and 41 percent resided within the NOVA region.⁵ The average estimated annual salary among these graduates was \$94,149—41 percent higher than the average estimated annual salary among *all* NOVA graduates from 2007 through 2017 (Figure 1).

Figure 1. Employment Outcomes of NOVA Contract Management Graduates: 2007 through 2017



*The average estimated annual salary among all NOVA 2007 through 2017 graduates was \$66,652.

Alumni Occupations

The top occupations of graduates of NOVA's Contract Management, A.A.S. and Certificate programs were Business Operations Specialists (13 percent), Purchasing Agents (12 percent), and Purchasing Managers (6 percent) (Table 1).

Table 1. Occupations among NOVA Contract Management Graduates: 2007 through 2017

Occupations	SOC Code**	Graduates	
		#	%
Business Operations Specialists (non-specific)	13-1199	9	13.0
Purchasing Agents (excluding Wholesale, Retail, and Farm Products)	13-1023	8	11.6
Purchasing Managers	11-3061	4	5.8
Computer Systems Analysts	15-1121	3	4.4
Managers (non-specific)	11-9199	3	4.4
Secretaries and Admin. Assistants (excluding Legal, Medical, and Executive)	43-6014	3	4.4
Accountants and Auditors	13-2011	2	2.9
Administrative Services Managers	11-3011	2	2.9
Customer Service Representatives	43-4051	2	2.9
Financial Analysts	13-2051	2	2.9
Financial Managers	11-3031	2	2.9
Lawyers	23-1011	2	2.9
Retail Salespersons	41-2031	2	2.9
Transportation, Storage, and Distribution Managers	11-3071	2	2.9
<i>Unclassified Occupation*</i>	99-9999	3	4.4

*Occupations classified as out-of-field and not related to the Contract Management programs of study.

**Standard Occupational Classification (SOC) is a U.S. Bureau of Labor Statistics occupational coding standard (<https://www.bls.gov/soc/>)

Note: Occupations with percentages less than 2.5% are not included in the table.

⁴ Graduates may have earned additional degrees beyond the Contract Management (A.A.S. or Certificate).

⁵ The NOVA region refers to Arlington County, Fairfax County, Loudoun County, Prince William County, Alexandria City, Fairfax City, Falls Church City, Manassas City, Manassas Park City, and Washington, D.C.

Employers and Job Titles of Alumni

The top employers of graduates of NOVA's Contract Management, A.A.S. and Certificate programs included Cox Enterprises (3 percent), Defense Logistics Agency (3 percent), Micron Technology (3 percent), United States Army (3 percent), United States Coast Guard (3 percent), and United States Department of Defense (3 percent) (Table 2).

Table 2. Top 20 Employers of NOVA Contract Management Graduates: 2007 through 2017

Employers	Graduates	
	#	%
Cox Enterprises, Inc.	2	2.9
Defense Logistics Agency	2	2.9
Micron Technology, Inc.	2	2.9
United States Army	2	2.9
United States Coast Guard	2	2.9
United States Department of Defense	2	2.9
Acquisition Solutions, Inc.	1	1.5
AMS, Inc.	1	1.5
Axiom Resource Management, Inc.	1	1.5
Community Support Services, Inc.	1	1.5
Ddi Global Corporation	1	1.5
Department of Labor	1	1.5
Executive Management Associates, Inc.	1	1.5
Genesys Conferencing, Inc.	1	1.5
L-3 Communications Holdings, Inc.	1	1.5
Lowe's Companies, Inc.	1	1.5
Marine Corps Marathon	1	1.5
Milwaukee County, Wisconsin	1	1.5
Procon Consulting, LLC	1	1.5
Wilsons Leather, Inc.	1	1.5

The most popular job titles among graduates of NOVA's Contract Management A.A.S. and Certificate programs were Contract Specialist (7 percent), Administrative Assistant (4 percent), Contract Analyst (4 percent), Customer Service Representative (4 percent) and Purchasing Agent (4 percent) (Table 3).

Table 3. Top 10 Job Titles of NOVA Contract Management Graduates: 2007 through 2017

Job Titles	Graduates	
	#	%
Contract Specialist	5	7.3
Administrative Assistant	3	4.4
Contract Analyst	3	4.4
Customer Service Representative	3	4.4
Purchasing Agent	3	4.4
Accountant	2	2.9
Contract Manager	2	2.9
Finance Manager	2	2.9
Financial Analyst	2	2.9
Purchasing Manager	2	2.9
Contract Specialist	5	7.3
Administrative Assistant	3	4.4
Contract Analyst	3	4.4

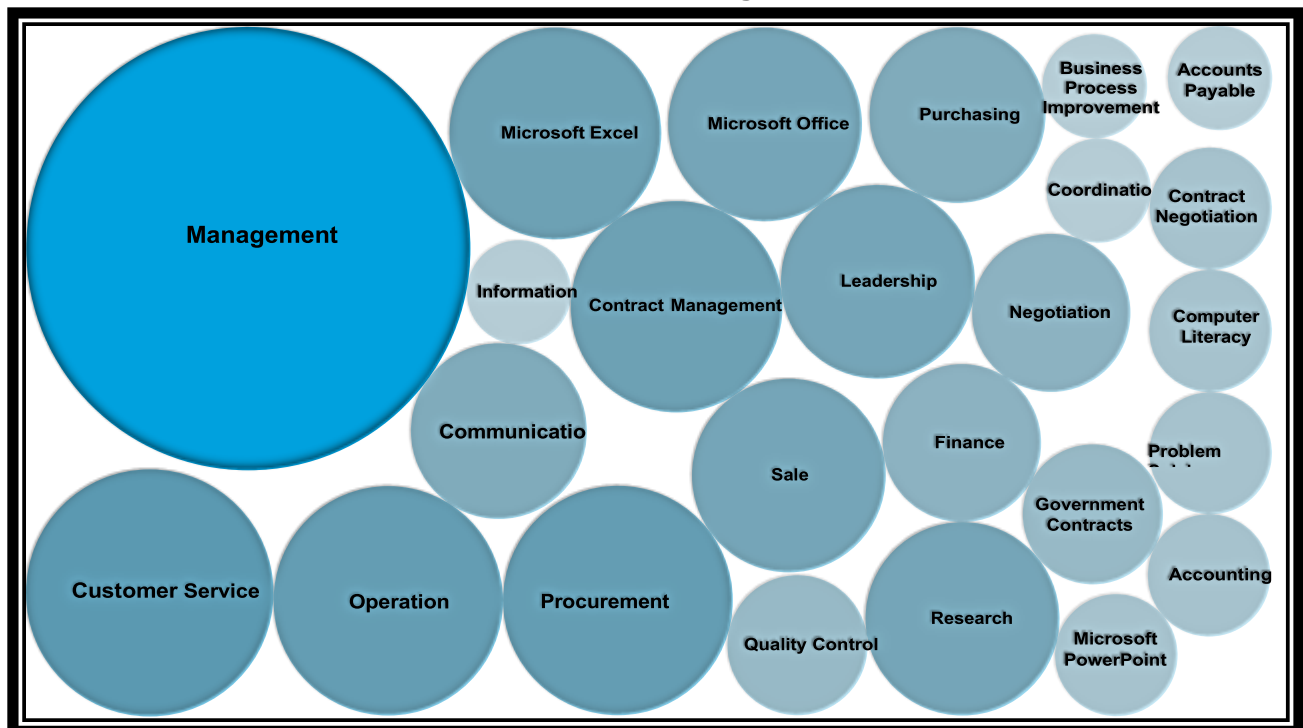
Alumni Skills

The top hard and common skills of graduates of NOVA’s Contract Management A.A.S. and Certificate programs included management (65 percent), procurement (39 percent), and customer service (36 percent) (Table 4 and Figure 2, below).⁶

Table 4. Top 10 Hard and Common Skills of NOVA Contract Management Graduates: 2007 through 2017

Hard and Common Skills	Graduates	
	#	%
Management	45	65.2
Procurement	27	39.1
Customer Service	25	36.2
Contract Management	21	30.4
Leadership	21	30.4
Operations	21	30.4
Research	21	30.4
Finance	17	24.6
Microsoft Office	17	24.6
Microsoft Excel	16	23.2

Figure 2. Hard and Common Skills of NOVA Contract Management Graduates: 2007 through 2017



⁶ Hard skills are defined as technical or specialized skills often acquired through formal education, while common skills refer to soft and transferable skills broadly utilized in various professions.

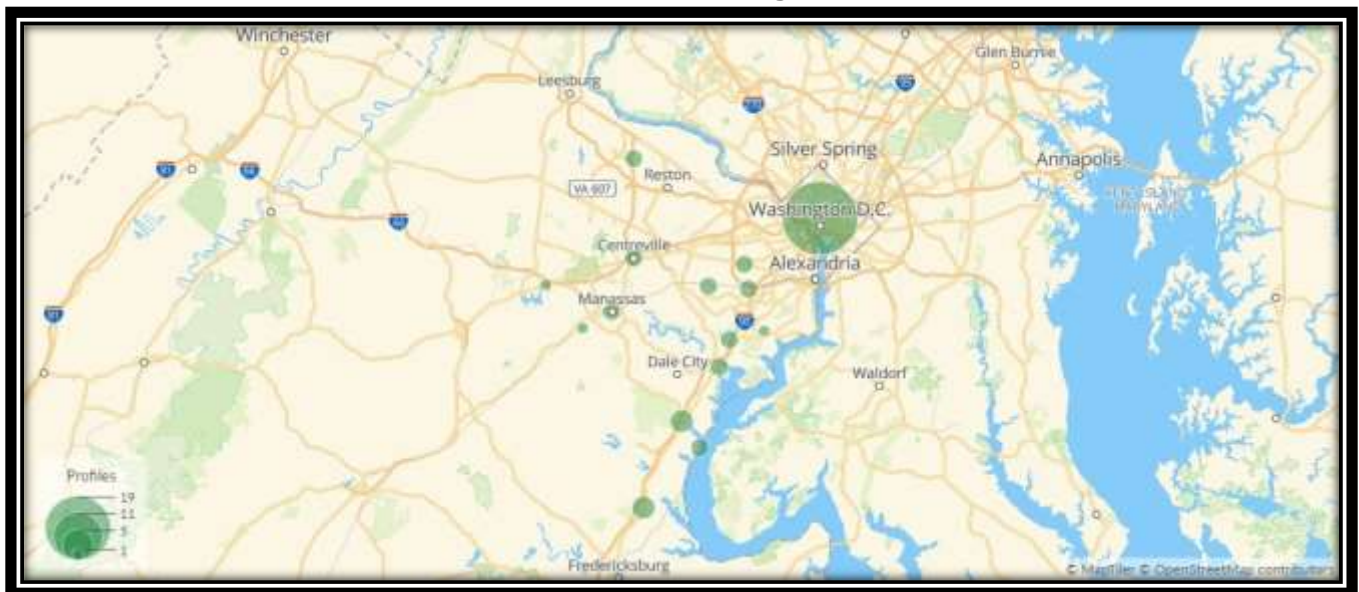
Alumni Locations

The top locations where graduates of NOVA's Contract Management A.A.S. and Certificate programs resided included Washington, D.C. (36 percent), Dumfries, VA (4 percent), and Stafford, VA (4 percent). Overall, forty-eight percent resided in the state of Virginia (Table 5 and Figure 3, below).

Table 5. Top 20 Locations of NOVA Contract Management Graduates: 2007 through 2017

Locations	Graduates	
	#	%
Washington, D.C.	25	36.2
Dumfries, VA	3	4.4
Stafford, VA	3	4.4
Annandale, VA	2	2.9
Burke, VA	2	2.9
Centreville, VA	2	2.9
Houston, TX	2	2.9
Lorton, VA	2	2.9
Manassas, VA	2	2.9
Quantico, VA	2	2.9
Springfield, VA	2	2.9
Sterling, VA	2	2.9
Woodbridge, VA	2	2.9
Alexandria, VA	1	1.5
Bristow, VA	1	1.5
Fort Belvoir, VA	1	1.5
Gainesville, VA	1	1.5
Milwaukee, WI	1	1.5
Philadelphia, PA	1	1.5
Arlington, VA	1	1.5

Figure 3. Locations of NOVA Contract Management Graduates: 2007 through 2017



Section II. Regional Employment Opportunities for NOVA Graduates

This section presents regional employment opportunities data and provides job postings for target occupations within the NOVA region for Contract Management (A.S. and B.S.) graduates.⁷

Target Occupations

In 2018, regionally, there were about 3,200 jobs and 300 job openings in target occupations for Contract Management (A.S. and B.S.) graduates.⁸ Among these target occupations, median hourly earnings were \$63.40—34 percent higher than the \$47.41 national median hourly earnings for these target occupations. The projected job growth among these target occupations is 4 percent from 2018 to 2023—2 percentage points fewer than the projected national growth for these target occupations (6 percent). Annual job openings for target occupations for Contract Management (A.S. and B.S.) graduates were greatest for Administrative Services Managers (140 openings) and Purchasing Managers (130 openings) (Table 6).

Table 6. NOVA Region Job Openings, Earnings, and Growth of Target Occupations: 2018

Target Occupations	# of Jobs	# of Job Openings	Median Hourly Earnings	% Job Growth (2018 – 2023)	Location Quotient*
Administrative Services Managers	1,437	140	\$56.46	7.5%	0.7
Purchasing Managers	1,617	130	\$67.87	0.1%	2.6
Agents and Business Managers of Artists, Performers, and Athletes	145	20	\$29.41	9.0%	0.8

*Location Quotient = the ratio of an occupation's share of employment in a given area to that occupation's share of employment in the U.S. as a whole. For example, an occupation that makes up 10 percent of employment in a specific metropolitan area compared with 2 percent of U.S. employment would have a location quotient of 5 for the area (signifying the occupation is roughly 5 times more concentrated regionally than nationally).

From January 2018 through December 2018, there was an average of about 200 Contract Management graduates hired monthly for target occupations in the NOVA region.⁹ Occupations with the top average monthly job hires were for Administrative Services Managers (124 hires) and Purchasing Managers (96 hires) (Table 7, below, and Figure 4, next page).

Table 7. NOVA Region Top Job Hires in Target Occupations: 2018

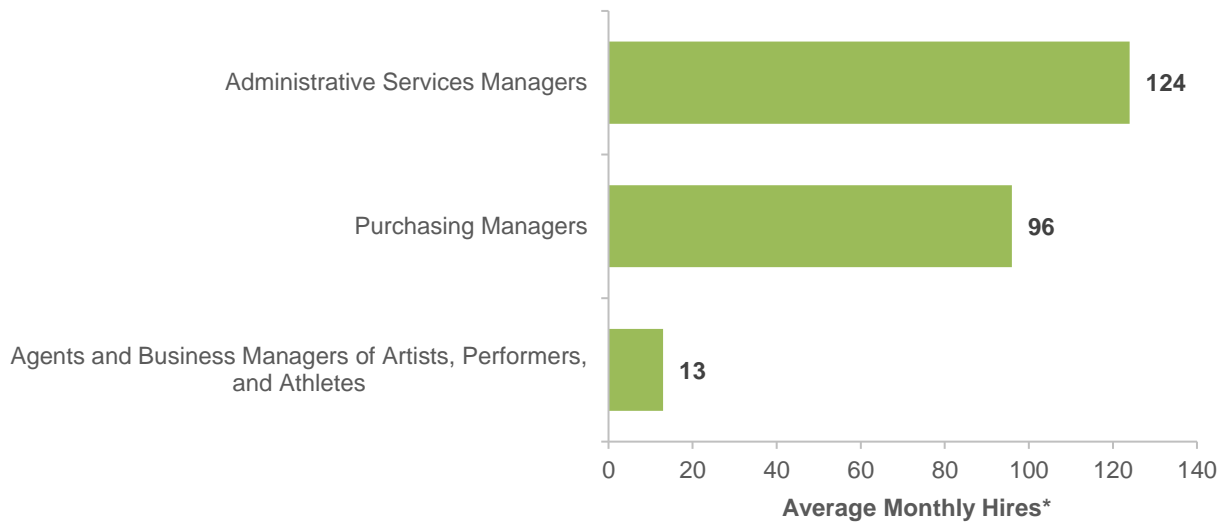
Target Occupations	Average Monthly Hires*
Administrative Services Managers	124
Purchasing Managers	96
Agents and Business Managers of Artists, Performers, and Athletes	13

*Average monthly hires include Contract Management graduates with an A.S., B.S., or post-baccalaureate degree.

⁷ Contract Management (A.S. and B.S.) refers to Purchasing, Procurement/Acquisitions and Contracts Management majors.

⁸ The Contract Management A.S. and B.S. were the minimum degree qualifications in these job postings.

⁹ Includes Contract Management graduates with an A.S., B.S., or post-baccalaureate degree

Figure 4. NOVA Region Top Job Hires in Target Occupations: 2018

*Average monthly hires include Contract Management graduates with an A.S., B.S., or post-baccalaureate degree

From January 2018 through December 2018, the top job postings website sources for target occupations for Contract Management (A.S. and B.S.) graduates in the NOVA region were Nexxt.com (784 postings), My.jobs (495 postings), Virginiajobnetwork.com (442 postings), Employmentcrossing.com (396 postings), and Geebo.com (325 postings) (Table 8).

Table 8. Top 20 Job Posting Sources for Target Occupations in NOVA Region: 2018

Website	# of Target Job Postings on Website
Nexxt.com	784
My.jobs	495
Virginiajobnetwork.com	442
Employmentcrossing.com	396
Geebo.com	325
Jobs.net	298
Bluecollarcrossing.com	279
Careerbuilder.com	252
Monster.com	198
Americasjobexchange.com	193
Clearancejobs.com	188
Disabledperson.com	185
Jobing.com	184
Beyond.com	140
Washingtonpost.com	123
Jofdav.com	122
Jobserve.com	119
Resume-library.com	114
Thejobnetwork.com	110
Glassdoor.com	96

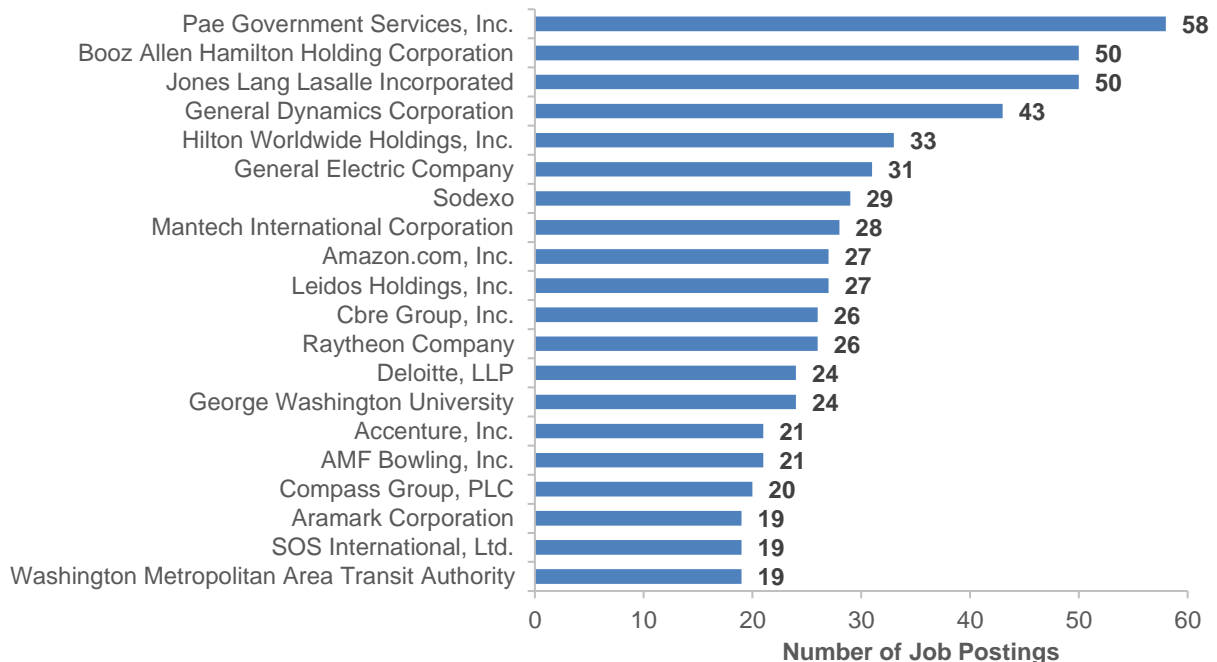
Job Postings in NOVA Region

Companies in the NOVA region with the most job postings from January 2018 through December 2018 for Contract Management (A.S. and B.S.) graduates included PAE Government Services (58 postings), Booz Allen Hamilton Holding Corporation (50 postings), Jones Lang Lasalle (50 postings), and General Dynamics Corporation (43 postings) (Table 9 and Figure 5, below).

Table 9. Top 20 Companies Posting Jobs in the NOVA Region: 2018

Company Name	# of Unique Job Postings	Median Duration of Job Posting (# of days)
PAE Government Services, Inc.	58	47
Booz Allen Hamilton Holding Corporation	50	63
Jones Lang Lasalle, Inc.	50	49
General Dynamics Corporation	43	43
Hilton Worldwide Holdings, Inc.	33	55
General Electric Company	31	49
Sodexo	29	27
Mantech International Corporation	28	74
Amazon.com, Inc.	27	96
Leidos Holdings, Inc.	27	28
Cbre Group, Inc.	26	58
Raytheon Company	26	72
Deloitte, LLP	24	65
George Washington University	24	31
Accenture, Inc.	21	71
AMF Bowling, Inc.	21	252
Compass Group, PLC	20	22
Aramark Corporation	19	54
SOS International, Ltd.	19	52
Washington Metropolitan Area Transit Authority	19	18

Figure 5. Top 20 Companies Posting Jobs in the NOVA Region: 2018



Job Titles in NOVA Region

From January 2018 through December 2018, the most frequently posted job titles for Contract Management (A.S. and B.S.) graduates in the NOVA region were for Contract Managers (372 postings), Facilities Managers (179 postings), Procurement Managers (123 postings), and Contracts Administrators (120 postings) (Table 10 and Figure 6, below).

Table 10. Top 20 Posted Job Titles in the NOVA Region: 2018

Job Title	# of Unique Job Postings	Median Duration of Job Posting (# of days)
Contract Managers (Management)	372	42
Facilities Managers	179	44
Procurement Managers	123	43
Contracts Administrators (Management)	120	34
Contracts Managers	99	53
Purchasing Managers	65	34
Supply Chain Managers	63	31
Sourcing Managers	61	44
Maintenance Managers (Installation, Maintenance, and Repair)	59	34
Directors of Contracts	58	35
Subcontracts Managers	55	36
Directors of Procurement	54	38
Directors of Facilities	52	41
Contract Analysts	50	53
Administrative Officers	43	31
Administrative Directors	30	29
Category Managers	28	53
Program Managers (Management)	28	60
Supplier Relationship Managers	26	27
Vendor Managers	22	32

Figure 6. Top 20 Posted Job Titles in the NOVA Region: 2018



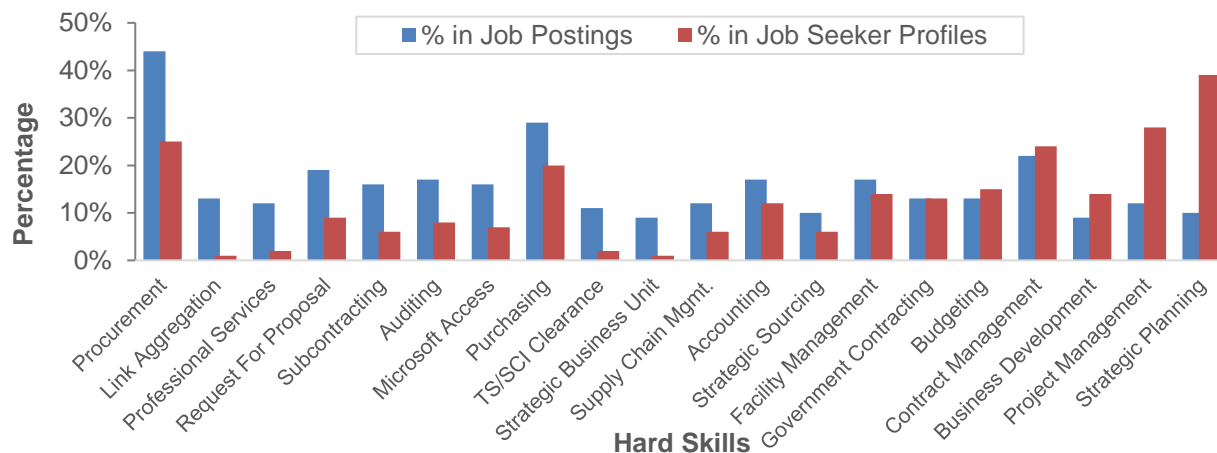
Desired Hard Skills

Table 11 and Figure 7 (below) show disproportions between the top *hard* skills that NOVA region employers sought among their job applicants and the hard skills that Contract Management (A.S. and B.S.) graduates mentioned in their job-seeker profiles from January 2018 through December 2018.¹⁰ Procurement, Link Aggregation, Request for Proposal, and Subcontracting were among the most desired hard skills in job postings that were disproportionately mentioned in job-seeker profiles. These differences represent potential areas in which job applicants could align their hard skills more closely with their prospective employers' desired skills.

Table 11. Top 20 Desired Hard Skills for Contract Management Graduates: 2018

Hard Skills	% of Job Postings Mentioning Skill	% of Job Seeker Profiles Mentioning Skill	Difference in Percentage
Procurement	44	25	-19
Link Aggregation (Ethernet)	13	1	-12
Professional Services	12	2	-10
Request For Proposal	19	9	-10
Subcontracting	16	6	-10
Auditing	17	8	-9
Microsoft Access	16	7	-9
Purchasing	29	20	-9
Top Secret-Sensitive Compartmented Info. (TS/SCI Clearance)	11	2	-9
Strategic Business Unit	9	1	-8
Supply Chain Management	12	6	-6
Accounting	17	12	-5
Strategic Sourcing	10	6	-4
Facility Management	17	14	-3
Government Contracting	13	13	0
Budgeting	13	15	2
Contract Management	22	24	2
Business Development	9	14	5
Project Management	12	28	16
Strategic Planning	10	39	29

Figure 7. Top 20 Desired Hard Skills for Contract Management Graduates: Percentage Mentioned in Job Postings and Job Seeker Profiles in 2018



¹⁰ Hard skills are defined as technical or specialized skills often acquired through formal education.

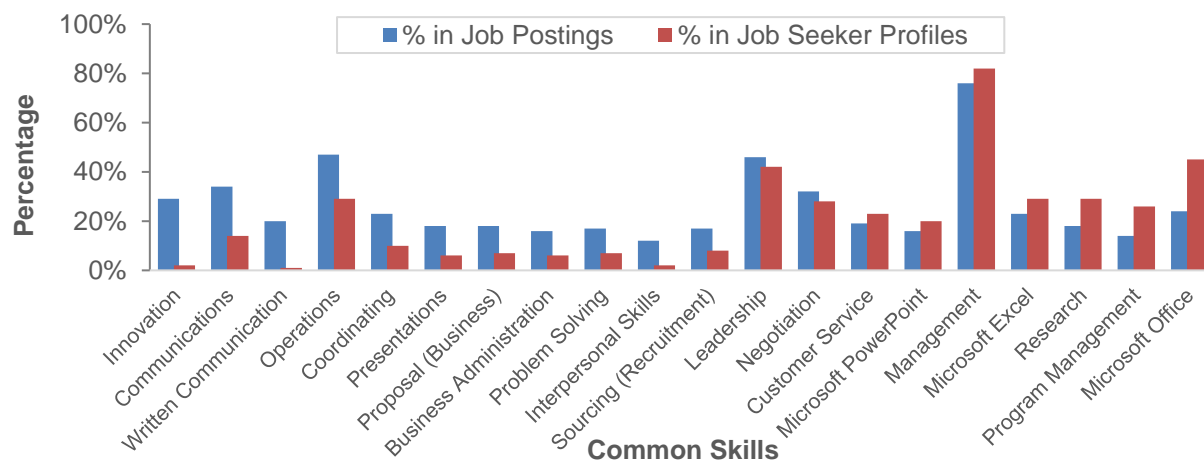
Desired Common Skills

Table 12 and Figure 8 (below) show disproportions between the top *common* skills that NOVA region employers sought among their job applicants and the common skills that Contract Management (A.S. and B.S.) graduates mentioned in their job-seeker profiles from January 2018 through December 2018.¹¹ Innovation, communications, written communication, and operations were among the most desired common skills in job postings that were disproportionately mentioned in job-seeker profiles. These differences represent potential areas in which job applicants could align their common skills more closely with their prospective employers' desired skills.

Table 12. Top 20 Desired Common Skills for Contract Management Graduates: 2018

Common Skills	% of Job Postings Mentioning Skill	% of Job Seeker Profiles Mentioning Skill	Difference in Percentage
Innovation	29	2	-27
Communications	34	14	-20
Written Communication	20	1	-19
Operations	47	29	-18
Coordinating	23	10	-13
Presentations	18	6	-12
Proposal (Business)	18	7	-11
Business Administration	16	6	-10
Problem Solving	17	7	-10
Interpersonal Skills	12	2	-10
Sourcing (Recruitment)	17	8	-9
Leadership	46	42	-4
Negotiation	32	28	-4
Customer Service	19	23	4
Microsoft PowerPoint	16	20	4
Management	76	82	6
Microsoft Excel	23	29	6
Research	18	29	11
Program Management	14	26	12
Microsoft Office	24	45	21

Figure 8. Top 20 Desired Common Skills for Contract Management Graduates: Percentage Mentioned in Job Postings and Job Seeker Profiles in 2018



¹¹ Common skills refer to soft and transferable skills broadly utilized in various professions.

Desired Qualifications

The top desired qualifications for Contract Management (A.S. and B.S.) graduates in NOVA region job postings from January 2018 through December 2018 included Master of Business Administration (145 postings), Certified Professional Contracts Manager (73 postings), and Project Management Professional Certification (52 postings) (Table 13 and Figure 9, below).

Table 13. Top 20 Desired Qualifications Posted for Contract Management Graduates: 2018

Job Qualifications	# of Job Postings
Master of Business Administration (MBA)	145
Certified Professional Contracts Manager	73
Project Management Professional Certification	52
Certified Professional In Supply Management (Standards Organizations)	46
Certified Facility Manager	42
Certified Federal Contracts Manager	38
Certified Call Center Manager	37
Certified Purchasing Manager	26
Certified Commercial Contracts Manager	21
Certified Professional Public Buyer	20
Certified Public Purchasing Officer	17
Microsoft Certified Professional	17
Certified Benefits Professional	15
Certified Facility Management	11
Certified Purchasing Professional	10
Certified Health Physicist	9
Certified Healthcare Facilities Manager	8
Six Sigma Black Belt Certification	8
Six Sigma Green Belt Certification	8
Certified Public Accountant	7

Figure 9. Top 20 Desired Qualifications Posted for Contract Management Graduates: 2018

