Increase your value to potential employers and start earning more than minimum wage by attending Humanim’s Administrative Assistant Career Training program. Training leads to national certification as a Microsoft Office Specialist and Front Office Admin Assistant.

You will also receive job placement assistance and the potential to work with one of the following employers:

- Johns Hopkins Health System
- Johns Hopkins University
- Towson University
- University of MD Medical System
- Mercy Medical Center
- Notre Dame of MD University
- University of Maryland Faculty Physicians, Inc.
- University of MD Baltimore
- Morgan State University
- Loyola University Maryland

**Eligibility**

- Baltimore City or Baltimore County resident
- Preferred age 18–35
- High school diploma/GED
- Must have strong basic computer skills with experience in Microsoft Word and Excel
- Ability to pass drug test and background check
- 10th grade reading and 8th grade math level (TABE assessment required)
- Previous clerical or administrative experience is a plus!

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