



# Administrative Assistant Career Training

**BECOME NATIONALLY CERTIFIED IN ADMINISTRATIVE SKILLS AND RECEIVE JOB PLACEMENT ASSISTANCE FOR FREE!**

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
- ▶ 10<sup>th</sup> grade reading and 8<sup>th</sup> grade math level (TABE assessment required)
- ▶ Previous clerical or administrative experience is a plus!

This project is funded by the State of Maryland's EARN Maryland Grant Program, administered by the Maryland Department of Labor.



## SCHEDULE

**DATE:** March 23rd | May 22nd, 2020

**TIME:** Monday | Friday, 9am–3pm

## MORE INFO

Attend an information/ assessment session!  
To attend, RSVP at [www.adminjobs.eventbrite.com](http://www.adminjobs.eventbrite.com)

January 13, 15, 17, 20, 22, 24, 27, 29, 31

February 3, 5, 7, 10, 12, 14, 17, 19, 21, 24, 26, 28

March 2

## CONTACT

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