

# 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. 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

## 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, Licensing, and Regulation.

## SCHEDULE

<b>DATE</b>	April 8th – June 7th, 2019
<b>TIME</b>	Monday – Friday, 9am–3pm
<b>LOCATION</b>	1701 N Gay St., Baltimore, MD 21213

## MORE INFO

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

**DATES** Jan. 8, 10, 15, 17, 22, 24, 29, 31; Feb. 5, 7, 12, 14, 19, 21, 26, 28; Mar. 5, 7

## CONTACT

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