



# 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.

**HUMANIM**  
HUMAN PURPOSE. HUMAN IMPACT.



## SCHEDULE

**DATE:** November 2nd | January 8th, 2021

**TIME:** Monday | Friday, 9am–3pm

## MORE INFO

View our virtual information session at:  
[bit.ly/humanim-admin-training-2020](https://bit.ly/humanim-admin-training-2020)

## CONTACT

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