

# 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
- Mercy Medical Center
- University of Baltimore
- University of Maryland Faculty Physicians, Inc.
- University of MD Medical System
- 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

**DATES** August 28<sup>th</sup> – October 27<sup>th</sup>  
**TIME** Monday–Friday, 9am–3pm  
**LOCATION** 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** May 23<sup>rd</sup>; June 27 & 29; July 11, 13, 18, 20, 25 & 27

## CONTACT

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