

# 55+ 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 will provide advanced computer skills, professional administrative training, and will lead to a national certification as a Front Office Administrative Assistant.

You will also receive job placement assistance. Employer partners include **Towson University and Johns Hopkins Health System**, and many more!

## Eligibility

- Must be **Baltimore County resident and US citizen**
- Must be **UNEMPLOYED** at the time of enrollment
- Must be at least 55-65 years of age
- High school diploma/ GED; College degree preferred
- Prior Administrative Support or Clerical experience required
- **Basic computer skills required**; Experience with Microsoft Word, Excel, Outlook
- Ability to pass drug test and background check
- Ability to pass written, reading and Microsoft Word skills assessment

## TRAINING SCHEDULE

**DATE** June 17, 2019 - August 16, 2019 (9 weeks)  
**TIME** Monday - Friday, 9am-3pm  
**LOCATION** Hunt Valley Career Center  
11101 McCormick Rd  
Hunt Valley, MD 21031

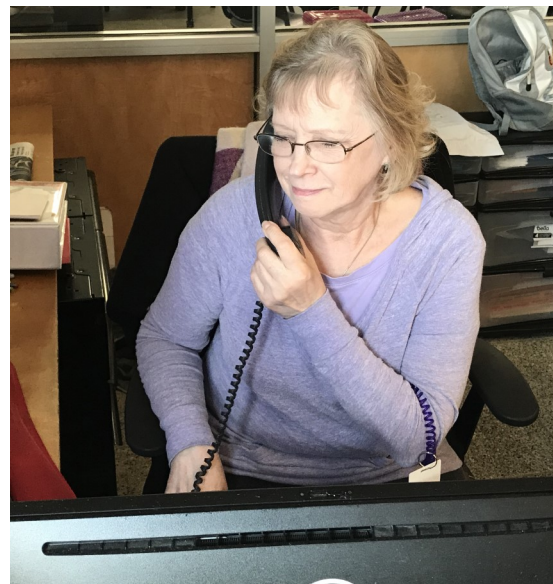
## MORE INFO

Attend an information and assessment session from 9am - 12pm  
Register to attend at <https://adminjobs.eventbrite.com>

**DATES** April 16, 18, 23  
May 7, 9, 14, 16, 21 \*NEW DATES ADDED May 31 & June 7

## CONTACT

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