

Administrative Assistant

Training Provider: Humanim

Program Address: 1701 N. Gay Street, 21213

Note: Two weeks of Microsoft Office training will be held at CCBC at their Owings Mills campus. Students are expected to get to this location on their own.

Program Description:

The Administrative Assistant program is more than an opportunity to get a job—it is a chance to build a career as an administrative professional in various industries such as healthcare, higher education, or a local non-profit. In this 9-week program, you will complete 175 hours of training:

- 50 hours of Advanced Soft Skills classroom training
- 50 hours of Microsoft Office training with a focus in Outlook
- 75 hours of job readiness training, one-on-one coaching, and assistance with getting a job which will lead you to a career
- Upon successful completion you will receive TWO nationally recognized certifications:
 - P.A.C.E. (Professional Administrative Certificate of Excellence) and the Microsoft Office Specialist with a focus in Outlook
- Students will also receive a paid stipend

Potential Job Title:
Office Assistant, Registrar,
Unit Secretary, File Clerk,
Receptionist

Average starting wage:
\$11-\$15/hr

During the classroom training you will gain valuable skills, such as:

- Professional Credibility and Confidence
- Digital Technology

The program will also teach you various life skills, including:

- Financial Stability
- Navigating difficult work situations
- How to communicate with individuals on various levels
- Resume Building

Humanim will offer wrap-around case management services provided by a Family Services Support Coach. This individual will assist in identifying and resolving any barriers that keep you from being successful. Some of the available services include: free clothing resources, providing free bus passes, assistance with locating child care providers, helping you get a driver's license or birth certificate, and helping you get public benefits (TCA).

Interested in signing up for this FREE program?

Contact Greg Couturier, Grads2Careers Participant Support Coordinator
443-499-8510 / gcouturier@bcps.k12.md.us

Credential or Certification Earned:

- **P.A.C.E** – Professional Administrative Certificate of Excellence. Graduates will earn this professional certification after successfully completing the 9 week program.
- **Microsoft Office Specialist** with a focus in Outlook. This portion of the training will be taken in a college setting at CCBC, Owings Mills (accessible by public transportation). *Please note: The exam must be passed in order to receive certification.*

What do Administrative Professionals do?

Administrative professionals perform a variety of clerical duties which help the organization run efficiently. Duties can consist of many different tasks, such as: answering a multi-line phone, ordering supplies, scheduling appointments, and greeting clients, among other things. Duties change based on the job and the organization.

This program would be a GREAT fit for you if you...

- Are positive, hard-working, and dependable
- Have an awesome customer service spirit
- Have great computer skills
- Would like to learn how to navigate your career
- Are tired of working “dead end jobs”

This program and career might be a POOR fit for you if you...

- Prefer to work alone
- Do not like to multi-task
- Like having the same routine every day

To be admitted to this program, you must:

- Can pass a background check and drug test
- Take a math and reading assessment test and score at—or above—our program cut-off level.

Important Dates:

- Training will take place from April 19, 2021-June 18, 2021. *Future training dates after this cohort have not yet been determined.*
- Class times are **Monday-Friday, 9:00am-3:00pm**
- For more information, attend an information session on one of the following dates: March – 1, 3, 5, 8, 10, 12, 15, 17, 19, 22, 24, 26, 31 **or** April – 2, 5, 7, 9

Main Program Contact:

Name: Ricky Silva **Title:** Case Manager and Family Services Support Coach

Phone: 443-794-1196 **Email:** Rsilva@humanim.com