



If you're interested in a career as an **Administrative Assistant in a healthcare or higher education setting**, this training could be a good option.

1. Organization providing the training:

Humanim, Inc.

2. Physical location where training occurs:

There are two locations where training occurs:

1. Humanim
1701 N Gay Street
Baltimore, MD 21213

2. CCBC Owings Mills Campus
10300 Grand Central Avenue
Owings Mills, MD 21117

3. Description of the training offered:

Humanim's Administrative Assistant Career Training program offers a free nine-week course (Mon-Fri 9am-3pm) of instruction for Baltimore City and County residents to prepare trainees for careers as administrative assistants in a healthcare or higher education setting.

Trainees 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
- Coppin State University

- University of Maryland Baltimore County

4. Trainees have the opportunity to earn the following industry-recognized certifications:

Trainees have the opportunity to earn the following certifications:

- Microsoft Office Specialist Certification - Outlook
- Professional Administrative Certification of Excellence

5. Am I eligible?

To be eligible for this training program, applicants must:

- Be a resident of Baltimore City or Baltimore County
- Be at least 18- (preferred age range 18-40)
- Have a High school diploma or GED®
- Have strong basic computer skills with experience in Microsoft Word and Excel
- Have the ability to pass a drug test and background check
- Have a 10th grade reading and 8th grade math level (assessment required)
- Have some experience (previous clerical or administrative experience is a plus)

6. What is the application process?

To apply for this training program please contact- 410.381.7171 | career-training@humanim.org

7. How much can I expect to earn if I complete this program and obtain employment as administrative assistants in a healthcare or higher education setting?

Trainees who complete this program and obtain employment as administrative assistants in a healthcare or higher education setting can expect to earn approximately \$16.18 per hour with full time benefits.

8: How much do I have to pay for this program?

There is no cost to applicants.

9. Where can I find more information?

For more information, visit:

Main website: <https://humanim.org/what-we-do/workforce-development/career-training/>

Facebook: @Humanim