



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 three 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. University of Maryland Baltimore, Community Engagement Center

16 S. Poppleton Street
Baltimore, MD 21201

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
- 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: Outlook Specialist Certification
- 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:

Website: <https://humanim.org>

Facebook: @Humanim

Instagram: @Humanim