



# Launch your career in **OFFICE ADMIN** FREE CAREER TRAINING



### Start Date:

April 11, 2022  
Monday - Thursday, 9:30am - 2:30pm  
4 days/week for 6 weeks

### Training Location:

• Online via Zoom/Google Classroom

### Benefits:

- Average starting wage \$16-\$22/hr
- **Job coach & placement opportunities** with City of
- St. Paul, Ramsey County, State of MN & University of MN
- Support services available

### Requirements:

- High school diploma or GED
- 6 months office experience and/or some college
- Can type 30 words per minute
- Some experience with Microsoft Office
- Low-income household eligibility

### Training & Certification Includes:

- Microsoft Office Specialist Certifications
- Northstar Digital Literacy Certifications
- National Retail Federation Customer Service certificate
- Job readiness skills; resumes and interviewing
- Coaching and mentoring from business professionals

### Instruction on:

- Microsoft Office programs (including Excel & PowerPoint)
- Keyboard and 10-key typing
- Business communication and professionalism

### More Information:

Contact: Theresa Sullivan  
theresa.sullivan@hired.org  
651-328-2785

### Community Partners:



**Saint Paul Minnesota**  
*The most livable city in America*



**UNIVERSITY OF MINNESOTA**

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