#### Schedule

January 16 - February 29 2024 Monday - Thursday from 9:30am - 2:30pm 4 days/week for 7 weeks, online

### Location

In-person two days (Minneapolis) then online

## 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
- Minneapolis resident preference
- Stipends available for Minneapolis residents

# **More Information**

Contact: Christina Layer Email: Christina.Layer@hired.org Call: 612-483-0924



# Hired's Office Administration Training

## **Benefits**

- Free career training program for eligible participants.
- Average starting wage \$18-\$26/hr
- Job coach and placement opportunities with City of St. Paul, Ramsey County, State of MN, and University of MN
- Support services available

## **Training & Certification Includes**

- Northstar Digital Literacy Certifications
- Job readiness skills; resumes and interviewing
- Coaching and mentoring from business professionals & job shadowing opportunities
- Microsoft Office Specialist Certifications
- Instruction on:
  - Microsoft Office programs (including Excel & PowerPoint)
  - Keyboard and 10-key typing
  - Business communication and professionalism

This program is offered by Hired in partnership with:



The State of Minnesota Department of Employment and Economic Development (DEED) funded (or funded in part) this training through a grant. The grant recipient created this training. DEED does not endorse this publicity or training or make guarantees, warranties, or assurances of any kind, express or implied, regarding the accuracy, completeness, timeliness, usefulness, adequacy, continued availability or ownership of the information herein or elsewhere.