

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:

