

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



Schedule

March 10 - April 28, 2025
Online (first 3 days in-person)
4 days/week for 7 weeks
Monday-Thursday 9:30 AM – 2:30 PM

Location

Northwest Family Service Center,
7051 Brooklyn Blvd, Brooklyn
Center, MN 55429

Requirements

- High school diploma or GED
- 6 months admin experience and/or some college (preferred)
- Can type 30 words per minute
- Some experience with Microsoft Office
- Low-income household eligibility
- Minneapolis resident preference

More Information

Contact: Christina Layer
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Call: 612-483-0924



This program is offered by Hired in partnership with:

