Executive Secretary and Administrative Assistant

Median hourly earnings: $23.01	**Median annual earnings: $49,360**

Occupation Description

Executive Secretaries and Administrative Assistants provide high-level administrative support. This includes doing research, preparing statistical reports, handling information requests, writing letters, greeting visitors, arranging conference calls, and scheduling meetings. They may also train and supervise lower-level clerical staff. They must have strong computer skills in the Microsoft Office Suite, especially Word.

Education and Training Needed

- Most Common Educational/Training Level: Moderate-term (1 to 3 months) on-the-job training

General Knowledge, Skills and Abilities Required for Success on the Job

- Clerical
- Customer and Personal Service
- Administration and Management
- Writing

Training Providers

So Others Might Eat (SOME)
SOME Center for Employment Training
2815 O St., SE
Washington, DC 20020
(202) 583-4655

Business & Customer Relations Associate Training Program
SOME offers intensive hands-on training for careers in customer service in different agencies and companies. The training is offered five days a week and participants normally complete the program in 24 weeks. Program highlights include: externship opportunities; simulated work environment; and job placement assistance. Graduates of the program have become hotel front desk agents, airport ticket agents, customer support specialists, administrative assistants, receptionists, and call center representatives. The program is low- or no-cost. Information sessions take place on site every Monday at 9 a.m. or individual appointments can be made.

Carlos Rosario International Career Center
1100 Harvard St., NW
Washington, DC 20009
(202) 797-4700

A+ Technology Certificate Program

Carlos Rosario offers the A+ Technology Certificate Program and classes in Computer Literacy and Workplace Computers. Day and evening classes are available. All computer classes are in English. Job developers are available on site to provide one-on-one advising and workshops that advise resume and cover letter writing. Carlos Rosario is a WIA Training Vendor; so the government may pay for all or part of this training. The Center is handicapped- and public transportation-accessible. Registration for the fall semester takes place in August and for the spring semester in January.

For more information on computer training classes call 1-866-READ-OUT (732-3688) or visit the Read Out Loud website.