

Human Resource Assistant

Beginning salary:
\$26,900

Median annual earnings:
\$33,750

Current employment in the DC metro area:
1,850

Predicted growth:
9%, approximately
172 new jobs

Occupation Description

Human Resource Assistants gather and file records on employees, type reports from employee records, and search employee files.

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

- Clerical
- Personnel and Human Resources
- Customer and Personal Service
- Written Comprehension

Education and Training Needed

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

Training Providers

[So Others Might Eat \(SOME\)](#)

SOME Center for Employment Training
2815 O St., SE
Washington, DC 20020
Phone: (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
Phone: (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.