

Attention: Candidates for the New Administrative Assistant Traineeship

The NYS & CSEA Partnership for Education and Training is currently offering several opportunities for you to acquire the necessary coursework you will need to meet the training requirements for the new **Administrative Assistant I** job title.

Skills for Success Courses

The *Skills for Success* spring 2020 catalog offers mandatory and elective courses required for the traineeship in classroom or webinar formats in select cities across the state.

Online Learning Courses

Four online learning certificate programs will be launched in February and offer mandatory courses in the areas of computer training, interpersonal communication, work management, and writing skills.

Keyboarding Resources

Improve your keyboarding skills with free online tutorials and lessons, obtain tuition benefits to cover expenses for keyboarding courses, or request a job aid on keyboarding functions and shortcuts.



www.nyscseapartnership.org



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**NYS
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