

## Are you interested in starting a career in Construction Office Administration?

Come to an information session to learn about LaGuardia's new Opportunity Academy Training Program!

Opportunity Academy provides students with **free training** and **paid internships that can lead to employment**. Earn while you learn! Students start off making **\$10/hr on the first day of class!**

If you want to launch a career in **Construction Office Administration**, Opportunity Academy could be a great next step for you! Our courses are developed and delivered by industry experts who bring their real world experience into the classroom. We'll provide career guidance and support to help you ace your next job interview! This is a great opportunity for an attentive, self-driven individual seeking employment in the construction industry.



Eligibility:

- High school diploma or equivalent
- Authorization to work in the U.S.
- Proficiency in English and strong communication skills
- One (1) year minimum of work experience (preferably in office or customer service setting)
- Working knowledge of Microsoft Word and Excel

**Classes begin April 4<sup>th</sup> 2016**

To find out about upcoming Info Sessions call (718) 482-5449.

*The Opportunity Academy Program is a partnership of the NYC School Construction Authority, NYC Department of Design and Construction, and LaGuardia Community College.*

LaGuardia Community College  
Division of Adult and Continuing Education  
LaGuardia Community College  
30-10 Thomson Avenue  
Long Island City, NY 11101