

Administrative Information Management and Technology **CAREER INFORMATION SESSION**



**Tuesday, April 30
5:30 - 8:30 p.m.
HVCC South EOC
20 Warren St.
Albany, NY**



FOOD WILL BE SERVED!

Step into a career where every day brings a new challenge, and your skills keep the office running smoothly!

As an administrative office professional or technical assistant, you'll be the backbone of the workplace, mastering documents, spreadsheets and office software, while also navigating the essentials of teamwork, ethics and security. Discover how you can become the go-to person in any office setting, ensuring efficiency and innovation. Join our information session to learn how you can start your journey towards a fulfilling career in this dynamic field.

**REGISTER TO
ATTEND HERE**

www.hvcc.edu/events



The State University
of New York