



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

Come to an information session to learn about The New York City School Construction Authority's OPPORTUNITY ACADEMY @ LaGuardia Community College

Opportunity Academy is a one-year program that provides students with **free training** and **paid internships that can lead to full-time employment**. Earn while you learn! Students begin earning **\$15/hr on the first day of class!**

If you'd like to launch a career in **Construction Office Administration**, Opportunity Academy could be a great next step for you! Our training is developed and delivered by industry experts who bring real world experience into the classroom. We'll provide work experience, career guidance and support that will help you navigate your new career path. 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 United States
- Proficiency in English and strong communication skills
- One (1) year minimum of work experience (preferably in an office or customer service setting)
- Working knowledge of Microsoft Office Suite

**Upcoming Information Sessions Thursday, July 26, 2018 & Tuesday, July 31, 2018
Thursday, August 9, 2018 & Thursday, August 16, 2018**

**Attendance at an information session is required for consideration*

CLASSES BEGIN SEPTEMBER 25, 2018

Please apply online: [Click Here to Apply!](#)

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

Opportunity Academy is a collaboration between the NYC School Construction Authority (SCA) and LaGuardia Community College.

**Please mention Cypress Hills
LDC referred you!**

