



# EXTRA OFFICE HELP



**Recruit with us and help a student gain eight weeks of work experience at no cost to the employer.**

## GENERAL CLERK PROGRAM

- Paid Eight Weeks Work Experience
- Students trained in General Office clerk duties: keyboarding, Microsoft, Google, telephone, and customer service
- New employee ready approximately every six weeks



## William M. Maguy School of Education

a Division of Proteus, Inc.

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**Mission** To provide quality education through career and technical hands-on training and academic instruction that will empower students to obtain marketable skills that lead to employment and self-sufficiency.