



MEMORANDUM

TO: Directors of Human Resources

FROM: Jeannine Morell, Co-Director
Karen Chase-Corcoran, Co-Director

DATE: February 4, 2020

SUBJECT: Navigating the Administrative Assistant Traineeship Webinar

The NYS & CSEA Partnership for Education and Training, in collaboration with the NYS Department of Civil Service, is pleased to announce the “Navigating the Administrative Assistant Traineeship” webinar. In this informational webinar, we will:

- Summarize the changes to the administrative support position’s title structure.
- Identify eligibility criteria to qualify for the Administrative Assistant traineeship.
- Examine coursework requirements.
- Explore mobility options that the new title series provides.

The Partnership is offering two sessions of the webinar on February 13 (3:00 p.m. – 3:45 p.m.) and February 19 (9:00 a.m. – 9:45 a.m.). Interested employees can register for either webinar online at: <https://wh1.snapsurveys.com/s.asp?k=156164592530>. The registration deadline for both webinar sessions is February 10. Please encourage your employees to register soon because the webinars will fill quickly. The Partnership will provide a recording of the webinar on its website at a later date.

Please consider announcing this webinar on your agency intranet with a link to the Partnership’s website at www.nyscseapartnership.org.

For further information, please contact the Partnership at (518) 486-7814 or for areas outside the Capital Region call (800) 253-4332, or email learning@nyscseapartnership.org.