



Unemployed or Underemployed? Have You Considered Becoming a Legal Assistant?

The Center for Workforce & Professional Development (CWPD) in the School of Continuing Studies at Roger Williams University is now offering an 8-week course to help you prepare for a career as a legal support professional.

This Legal Assistant training program is designed to help you acquire the knowledge, skills and work habits employers seek when hiring legal secretaries and/or legal assistants. The program examines the foundation, organization and structure of the American legal system with an emphasis on the careers available in the legal profession through an exploration of the roles and responsibilities in the legal field. Students will learn the professional and ethical practices needed to succeed as a legal support professional.

In addition, students will receive computer skill training. This course will include practice files, customized video tutorials, instruction on E-filing, and hands on support by the instructor and other dedicated staff.

Program Length: 8 weeks

Start Date: October 17, 2016

Prerequisites for program: GED & English proficiency, 8th grade reading and math level

Program Fee: This program is free for those deemed eligible by:

- RI Department of Human Services- RI Works (RIW) Program
- RI Department of Labor & Training (this training is an EPTL program)

To inquire about participating, please follow up with your case worker today! Or if you are unemployed or underemployed and not currently participating in a career pathway program, you may still be eligible to participate. To determine your eligibility for training, please visit one of the statewide DHS offices or *netWORKri* centers.

Courses will be held at RWU School of Continuing Studies - One Empire Plaza • Providence, RI 02903

Parking will be validated for participants.

Program Contact: Adriana Dawson, (401) 254-3840, cwpd@rwu.edu



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OUR PURPOSE**

**WE MEET
YOU WHERE
YOU ARE.**