

Office Assistant Application

Academic Calendar Year 2023-2024



Application Deadline: **Monday, March 11, 2024 by 4:00 pm**

Return To: Lynn Matthiesen, Bridge Office, Bldg. 9E, 2nd floor (Student Success Center)
Or email to bridgeprogram@mtsac.edu

To apply, you **must be** a Mt. SAC student enrolled in at least 6 units in the Spring 2024 semester, have a cumulative GPA of at least 2.5, and at least 2 terms of attendance at Mt. SAC.

All of the following documents are required and must be attached to your application to be considered for an interview:

- ☐ **Office Staff application**
- ☐ **Resume** (If you need assistance with your resume, please see the Career Center, Bldg. 9B 2nd floor).
- ☐ **A copy of your current unofficial transcripts**
- ☐ **A copy of your registered courses for Spring 2024**
- ☐ **Short-Answers (to questions on application)**
- ☐ **Two recommendation forms. (recommendation forms are attached)**
Suggested: one of the forms be completed by a Mt. SAC employee. (Forms CANNOT be completed by a Parent/Family Member/Peer or Student)

Complete ALL sections unless otherwise specified. Please type or print neatly.

Personal Information

Name (First and Last) _____ Mt. SAC I.D. # A _____

Address: _____ City: _____ Zip Code: _____

Primary Phone Number: _____

Email Address: _____

(please write one that you check frequently, as we will be communicating with you through email)

Academic Information

Number of Semesters/Intersessions in attendance at Mt. SAC: _____

Cumulative GPA: _____

Which of the following is your educational goal? Check all that apply.

AA or AS AAT or AST Certificate Transfer

Expected last semester at Mt. SAC before graduating/transferring: _____

Are you a current Bridge student—OR—a former Bridge student: Yes No

If hired, you will need to be available on the following dates and times. Please Initial to acknowledge your availability.

Office Staff are required to attend mandatory trainings on Fridays in May and June 2024, 9:00 am - 1:00 pm. If hired, please plan your schedule accordingly
Initial here _____ Yes, I will be available for the training dates above if I am hired.

Recommendation Forms

Name, phone number, and email of the references who will be submitting a recommendation form on your behalf. **Suggested: One of the forms be completed by a Mt. SAC employee. (Forms CANNOT be completed by a Parent/Family Member/Peer or Student)**

1. Name of Reference: _____ Phone #: _____

Email Address: _____

2. Name of Reference: _____ Phone #: _____

Email Address: _____

Short Answer Questions

Please answer the following questions on a separate sheet of paper and attach to application. A maximum of one page for each question is appreciated.

1. Describe any employment experience you have had or any direct office experience you have had that is relevant to the office assistant position. Include any customer service experience and/or computer programs which you are proficient with.
2. Why are you applying for this position and what is it that interests you in working for the Bridge Program office?
3. Please describe any extra-curricular activities, volunteer work, or leadership roles you have had here at Mt. SAC or in your community.
4. Have you been offered Federal Work Study for the 2023-24 academic year? Yes ☐ No ☐
(Please check under the Financial Aid tab in your student portal if you are unsure.)

I certify that my answers are true and complete to the best of my knowledge, and I have submitted all required documents.

Signature of Applicant

Date

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