

Office Assistant Application

Academic Calendar Year 2026-2027



Application Deadline: **Monday, March 2, 2026 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 2026 semester, have a cumulative GPA of at least 2.5, and at least 2 terms of attendance at Mt. SAC.

Office Staff are required to attend all paid mandatory trainings on Fridays in May and June 2026, 9:00 am - 3:00 pm.

If your schedule shows you are registered for a Friday class that conflicts with training, you will not be invited to an interview.

Initial here _____ Yes, I will be available for the training dates above if I am hired.

Office Staff will attend all paid trainings only during the Spring 2026 semester. This position is for Summer 2026 - Spring 2027, contingent upon job performance.

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** (can be found in your student portal, Student Services Card, #18)
- ☐ **A copy of your registered courses for Spring 2026** (can be found in your student portal, Student Services Card, #11)
- ☐ **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, student staff, or peer/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

What term did you begin at Mt. SAC: (Summer, Fall, Winter, Spring) _____ Year _____

Cumulative GPA: _____ Major _____ or ☐ Undecided

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 yes, what term(s) did you participate in Bridge? (List all that apply) _____

Recommendation Forms

Name, phone number, and email of the references who will be submitting a recommendation form on your behalf.

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 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 2025-26 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. (application, resume, short answers, recommendation forms, copy of my current class schedule, and unofficial transcripts.)

Signature of Applicant

Date

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