Office Staff Assistant Position- Bridge Program 2023-2024

Join our Bridge Team

- Salary: $19.00/hour
- 8-19 hours per week (depending on budget and student's academic schedule; subject to change at any time)
- Supervisor: Jolene Chong, Bridge Program Coordinator

Job Description

The Bridge Program's office assistant will help maintain an efficient office environment by providing support to faculty and professional staff in the office. As well as:

- Provide outstanding customer service to all students, staff, faculty and any visitors who come into Building 9E or via telephone calls.
- Ability to follow directions; provide basic clerical and administrative support for the front counter: scanning, filing, copying of documents, answering phones and other duties as assigned.
- Provide program services to Bridge students: check out laptops, assign computer stations, study area and study room.
- Make appointments and check in students for appointments with counselors through Navigate EAB computer software.
- Handle textbook distribution at the beginning of each semester and collect textbooks at the end of the semester; textbook organization and inventory.
- Assist Bridge staff and faculty with any special projects
- Create publications (flyers, brochures, etc.)
- Assist with program coordination, event planning and front office management.
- Provide general information on department & college requirements.
- Follow all policies and procedures and enforce these policies for students to follow while at Building 9E.
- Possess a positive attitude, demonstrate flexibility, and be a team player.
- Ability to lift at least 25 lbs.
- Attend all mandatory staff meetings and trainings
- Represent the Bridge Program both on and off the clock; be a positive role model for Bridge students

Minimum Qualifications

- Must be a Mt. SAC student, enrolled in at least 6 units in the Spring 2024 semester
- Cumulative GPA of 2.5 or higher
- At least 2 terms of attendance at Mt. SAC
- Excellent customer service, communication, and people skills
- Knowledge of office computer applications (Word, Excel, PowerPoint etc.)
- Evidence of leadership roles
- Evidence of college campus/community involvement

Preferred Qualifications

- Participation in the Bridge Program (Summer Bridge or Fall/Spring Bridge)
- Proficient in Publisher, Photoshop, Canva software

Mandatory Training & Event Dates

Student staff training is mandatory. Office assistants are required to attend mandatory trainings on Fridays in May and June, 9:00 am – 1:00 pm.

If hired, please plan your schedule accordingly.

New Office Staff will attend paid trainings only during the Spring semester. This position is for Summer 2024-Spring 2025, contingent upon job performance.

Application Information

If you are interested in the Office Staff position for Spring 2024, you must submit all of the following in order to be considered for an interview:

- Office Staff application
- Resume (if you need assistance please visit the Career Center, Bldg. 9B 2nd floor)
- Unofficial transcripts
- A copy of your registered courses for Spring 2024
- Short-Answers (to questions on application)
- Two recommendation forms (attached). Suggested: o*ne of the forms be completed by a Mt. SAC employee/professor. Forms CANNOT be completed by a Parent/Family Member/Peer or student*

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

Questions?
Email: bridgeprogram@mtsac.edu
Phone: (909) 274-5392
Visit: Bridge Program, Student Success Center, Bldg. 9E, 2nd floor