



## **Office Staff Assistant Position- Bridge Program 2026-2027**

### **Goals and Objectives**

The Bridge Program Office Staff Assistant supports the daily operations of the Bridge Program by providing front counter assistance and event/activities support, under the direction of program staff. This position plays a critical role in creating a welcoming, positive, organized, and supportive student-centered program environment.

- Salary: \$19.00/hour
- 8-19 hours per week (depending on budget and student's academic schedule; subject to change at any time)

### **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.
- Possess a positive, friendly attitude, demonstrate flexibility, and be a team player.
- 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 rooms.
- 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, including social media videos/posts, create flyers, 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.
- 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 Fall and Spring semester
- Cumulative GPA of 2.5 or higher
- At least 2 terms of attendance at Mt. SAC (intersessions are acceptable)
- Excellent customer service, communication, and people skills
- Knowledge of office computer applications (Word, Excel, PowerPoint, Canva etc.)
- Evidence of demonstrated leadership roles and/or skills
- Evidence of college campus/community involvement
- Preferred participation in the Bridge Program (Summer Bridge or Fall/Spring Bridge)

## **Mandatory Training & Event Dates**

**Student staff training is mandatory. Office assistants are required to attend 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.**

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.

## **Application Information**

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)
- 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 (attached). Suggested: *one of the forms be completed by a Mt. SAC employee/professor. Forms **CANNOT** be completed by a parent, family member, student staff, or peer/student.*

**Application Deadline: Monday, March 2, 2026 by 4:00 pm**

Return To: *Lynn Matthiesen, Bridge Office, Bldg. 9E, 2<sup>nd</sup> floor (Student Success Center)*  
*Or email to [bridgeprogram@mtsac.edu](mailto:bridgeprogram@mtsac.edu)*

## **Questions?**

Email: [bridgeprogram@mtsac.edu](mailto:bridgeprogram@mtsac.edu)

Phone: (909) 274-5392

Visit: Bridge Program, Student Success Center, Bldg. 9E, 2<sup>nd</sup> floor