



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

- Salary: \$11.50/hour
- 8-15 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: faxing, 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 and Educational Advisor through SARS 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 with at least 6 units in the Fall and Spring semester
- At least 2 semesters of attendance at Mt. SAC
- Cumulative GPA of 2.5, preferred GPA: 3.0+
- Excellent customer service and people skills
- Knowledge of office computer applications (Word, Excel, PowerPoint etc.)
- Evidence of leadership roles
- Evidence of college campus involvement

### ***Preferred Qualifications***

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

## ***Mandatory Training & Event Dates***

Student staff training is mandatory. Office assistants are required to attend mandatory trainings on Fridays, March – June, and mandatory weekly meetings during Fall and Spring semesters. You are also expected to participate in the Summer Bridge Welcome & Registration Events on Saturdays May 12, May 26, June 2, 2018 (and additional Saturdays in April-June as needed), and weekly meetings during the 6 week Summer Bridge Program. The specific dates and times will be given out at a later time. If hired, please plan your schedule accordingly.

## ***Application Information***

If you are interested in the Office Staff position for Summer 2018, 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 & Transfer Center, Bldg. 9B 2nd floor)

- Unofficial transcripts

- Short-Answers (to questions on application)

- Two recommendation forms (attached). 1 must be from a Mt. SAC employee.

- Academic Progress Report completed by all Fall Professors

Submit your completed application to:

Jolene Chong, Program Coordinator

Mt. San Antonio College – Bridge Program, Student Success Center, Bldg. 9E

1100 N. Grand Avenue

Walnut, CA 91789

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