

Office Assistant Application

Academic Calendar Year 2019-2020



Application Deadline: **Friday, December 6, 2019 by 4:00 pm**

Return To: Lynn Matthiesen, Bridge Office, Bldg. 9E (Student Success Center)

Interviews will take place in Winter 2020

To apply, you **must be** a currently enrolled Mt. SAC student in the Fall Semester 2019, for a minimum of 6 units, with a cumulative GPA of at least 2.5. In order to work for the program, office assistants are required to attend mandatory trainings on Fridays, March – June, and mandatory staff meetings during the Summer, Fall and Spring semesters. The specific dates and times will be given out at a later time.

All of the following documents must be attached to your application in order to be considered for an interview:

A resume (If you need assistance with your resume, please see the Career & Transfer Center, Bldg 9B 2nd floor).

A copy of your current unofficial transcripts

A copy of your registered courses for Fall 2019

Short-Answers (to questions on application)

Two recommendation forms with letter of recommendation attached. (recommendation forms are attached) Please note: one of the forms/letters must be completed by a Mt. SAC employee. Forms/letters CANNOT be completed by a Parent/Family Member

Academic Progress Report completed by all Fall Professors

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

Personal Information

Name: (First, 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 in Attendance at Mt. SAC: _____ Cumulative GPA: _____
(Minimum qualification, 2 semesters of attendance)

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 transferring? _____

(If you will not be a Mt. SAC student in Fall 2020, you are ineligible for the Office Staff position.)

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

Are you a current employee of the Bridge Program or have you ever worked for the Bridge Program?

No Yes If yes, please indicate specific dates of employment: _____

Are you planning to enroll in any credit courses for Summer Intersession 2020?

No Yes If yes, due to program needs, it is necessary that your class start at 4:00 pm or later.

If hired, will you be available for the entire Summer Bridge Program, (June 22 – July 30) including **MANDATORY** trainings and other events listed below? Yes No

Bridge Program Staff Trainings: Fridays in March, April, May, and June, starting at noon (various times)

Summer Bridge Welcome & Registration Event on Saturday, May 30, 2020, and additional Saturdays in April-June, as needed. (need to be available: 7:00 am – 3:00 pm)

Recommendation Forms: Name, phone number and email of the references who will be submitting a recommendation form and letter of recommendation on your behalf. **Please note that it is mandatory that one of the forms and letter be completed by a Mt. SAC employee.** If you are applying for both the Peer Advisor and Office Staff positions, the same recommendation forms/letters may be used. If you will be doing this, please attach the originals to one application and a copy to your second application.

1. Name of Reference: _____ Phone #: _____

Email Address: _____

2. Name of Reference: _____ Phone #: _____

Email Address: _____

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.

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, letters of recommendation, copy of my current class schedule, and unofficial transcripts).

Signature of Applicant

Date