



Office Staff Assistant Position- Bridge Program

- Salary: \$12.50/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: 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 (*If you will not be a Mt. SAC student in Fall 2020, you are ineligible for the Office Staff position.*)
- 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, starting at noon, and mandatory weekly meetings during Fall and Spring semesters. You are also expected to participate in the Summer Bridge Welcome & Registration Event on Saturday, May 30, 2020 (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 2020, 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. Forms/letters CANNOT be completed by a Parent/Family Member*

Submit your completed application to:

Lynn Matthiesen, Program Specialist

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

1100 N. Grand Avenue

Walnut, CA 91789

(909) 274-4682

Lmatthiesen@mtsac.edu