

Office Assistant Application

Academic Calendar Year 2021-2022



Application Deadline: **Monday, September 20, 2021 by 4:00 pm**

Return To: Lynn Matthiesen, Bridge Office, Bldg. 9E, 2nd floor (Student Success Center)

Or email to bridgeprogram@mtsac.edu

Interviews may begin the week of October 4th

To apply, you **must be** a currently enrolled Mt. SAC student in the Fall 2021 semester, 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) and mandatory staff meetings (TBD). The specific dates and times will be given out at a later time.

All of the following documents are required and 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 Center, Bldg 9B 2nd floor).
- A copy of your current unofficial transcripts**
- A copy of your registered courses for Fall 2021**
- 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

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: _____

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 graduating/transferring? _____

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

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.**

1. Name of Reference: _____ Phone #: _____

Email Address: _____

2. Name of Reference: _____ Phone #: _____

Email Address: _____

Short Answer Questions

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:

Signature of Applicant

Date

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