



# 2018 OFFICE ASSISTANT APPLICATION

## Applications due May 18, 2018

### IMPORTANT DATES TO REMEMBER

- May 18: OA Applications must be sent to the SB office
- June 22 – July 3: Staff Training
- July 4 – August 5: Classes in Session
- August 6 – August 10: Evaluation Week

**Daily Time Commitment: Monday to Friday 8:00 am – 4:00 pm**

### OFFICE ASSISTANT JOB DESCRIPTION:

#### As an Office Assistant, you will...

- Work with the Director and staff to organize different parts of the summer program: artwork, answering phones, computer work, attendance, organize resources, filing, and writing newsletters.
- Come to Summerbridge from 8:00 am to 4:00 pm for at least one week out of the dates listed above.
- Receive a stipend to pay for transportation to and from Summerbridge.
- Be a part of a family and take part in ASM and special events if you can come to Summerbridge for all five weeks.

#### We will choose applications who...

- Have shown a commitment to Summerbridge.
- Can come to Summerbridge for at least 1 week.
- Want to do office work and improve their English.

#### To apply to be an Office Assistant, you must...

- Complete this form and send it to us by May 18, 2018.
- Be ready to work hard.

#### Send applications to:

Summerbridge Hong Kong  
Offices A&B, 20/F, Kam Chung Commercial Building  
19-21 Hennessy Road  
Wan Chai, Hong Kong

Email: [shirley@summerbridge.org.hk](mailto:shirley@summerbridge.org.hk)

Website: [www.summerbridge.org.hk](http://www.summerbridge.org.hk)

Phone 2761-4444 | Fax: 2762-1019



**summerbridge** 夏橋

**PERSONAL INFORMATION**

Name (English and Chinese): \_\_\_\_\_

Phone Number: (m) \_\_\_\_\_ (h) \_\_\_\_\_

E-mail: \_\_\_\_\_

School: \_\_\_\_\_

Year of Graduation from Summerbridge: \_\_\_\_\_

Summerbridge Site Graduated from: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

**Please answer the following questions. If you need more paper, you can attach a separate sheet.**

1. Why do you want to be an Office Assistant?
  
  
  
  
  
  
  
  
  
  
  
2. How do you feel about doing office work? Will it be difficult for you not being a student or teacher at Summerbridge?
  
  
  
  
  
  
  
  
  
  
  
3. This summer, our program will run from June 22 to August 10. What days are you able to come?  
 All seven weeks  
 1 or more weeks from \_\_\_\_\_ to \_\_\_\_\_  
 Other (please explain)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_