



# 2019 OFFICE ASSISTANT APPLICATION

## Applications due May 17, 2019

### IMPORTANT DATES TO REMEMBER

- May 17: OA Applications must be sent to the SB office
- June 21 – July 2: Staff Training
- July 3 – August 4: Classes in Session
- August 5 – August 9: 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 17, 2019.
- 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)

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