



2019 OFFICE ASSISTANT APPLICATION

Applications due April 30, 2019

IMPORTANT DATES TO REMEMBER

- April 30: 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 April 30, 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

Website: www.summerbridge.org.hk

Phone 2761-4444 | Fax: 2762-1019



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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 21 to August 9. What days are you able to come?
 All seven weeks
 1 or more weeks from _____ to _____
 Other (please explain)

