



Are you interested in a career as an Administrative Support Professional?

College of San Mateo in partnership with Stanford University is excited to announce a paid fellowship opportunity.

Do you enjoy ... ?



Planning successful meetings and events



Supporting team success



Coordinating travel logistics

Submit Your Application

by Thursday, **October 10th**

*Interview slots are limited. Apply soon.



CONTACT US:

Nate Jackson
(650) 378-7289
jacksonnate@smccd.edu



Host Department

SLAC National Accelerator Laboratory



Fellowship Duration

From October until December 2024 - 10 weeks



Expected Working Hours

10-20 hours per week



Interview Date

Monday, October 14th 2024

*Interview slots are limited, and the application may close once all spots are filled.

Mentorship



Paid Experience



Networking

SLAC Administrative Fellowship Opportunity

SLAC National Accelerator Laboratory is a national lab run by Stanford University and the Department of Energy in the heart of Silicon Valley. We explore how the universe works at the biggest, smallest, and fastest scales and invent powerful tools used by scientists around the globe. Our research helps solve real-world problems and advances the interests of the nation.

Check out our video to learn more about us:

<https://www6.slac.stanford.edu/media/who-we-are-about-slac>

What we are looking for in an Administrative Fellow:

Someone who is excited about the administrative profession and sees it as a viable career path. It would also help if they have an interest in Science and Technology.

Requirements

Experience with the following software or a similar product:

- Google Docs or Microsoft Word
- Google Slides or PowerPoint
- Zoom, Webex, or Hangouts
- Slack or Teams

Nice to have

- Event or project support experience
- Experience with a MacBook Pro.
- Experience with Trello

Schedule

- Up to 20 hours per week
- Monday - Friday
- Hours are flexible but should fall within 7:00 a.m. - 7:00 p.m.
- Position can either be on-site or hybrid with at least 1 work from home day