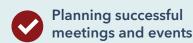


# Are you interested in a career as an Administrative Support Professional?

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

# Do you enjoy ...?





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