



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 ... ?

- ✓ Greeting and assisting visitors
- ✓ Facilitating effective communication
- ✓ Coordinating travel logistics
- ✓ Planning successful meetings and events
- ✓ Supporting team success

START DATE

Thursday, September 28

END DATE

Monday, December 12

Apply Today!



(650)378-7289

communityconnections@gmail.com

collegeofsanmateo.edu

/stanfordfellowship

**Transportation
Support**

**Paid
Experience**

**Mentorship &
Networking**

Stanford
University



STRATEGIC INITIATIVES
& ECONOMIC DEVELOPMENT

Fellowship Overview

Essential Dates

- Kick-off Event at CSM
(Thursday, Sep 28, 11:30am - 1pm)
- Orientation at Stanford
(Monday, Oct 2, 10am - 2pm)
- Wrap-up Celebration at CSM
(Monday, Dec 11, 3pm - 5pm)



Flexible Work Schedules (Up to 20 hours a week)

	MON	TUE	WED	THU	FRI	Time Options
A	✓	✓	✓	✓	✓	8:30 am - 12:30 pm or 1:00 pm - 5:00 pm
B	✓		✓		✓	9:00 am - 3:30 pm
C		✓	✓	✓		8:30 am - 3:00 pm or 10:30 pm - 5:00 pm

LEARN MORE

Lunch & Learn

Tuesday, August 29
1:00 pm - 2:00 pm

@ CSM College Center
Building 10, Room 401

Join us to learn more!

READY TO APPLY?

Application

Submit the application
by Tuesday, September 5

Find application form
on our web page.

SHARE YOUR SKILLS

Interview

September 13
(2 pm - 6 pm)

September 15
(9 am - 12 pm)

Do you need help creating a resume
and preparing for the interview?
Join our prep workshop
on August 31, 11am - 1pm.



Scan the QR code and find out more!

collegeofsanmateo.edu/stanfordfellowship