



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

College of San Mateo, in partnership with Stanford University, is excited to open paid fellowship applications for Spring 2025.

Do you enjoy ... ?



Planning successful meetings and events



Supporting team success



Coordinating travel logistics

Submit your Application by
Monday January 20, 2025



Host Department

SLAC National Accelerator Laboratory
School of Humanities and Sciences



Fellowship Duration

From February 24, 2025 until May 9, 2025- 10 wks



Expected Working Hours

10-20 hours per week



Interview Date

Wednesday, January 29 & 30, 2025

Mentorship



Paid Experience



Networking

STEPS TO APPLY

LEARN MORE

Program Video



READY TO APPLY?

Application

Submit the application
by **Monday, January 20, 2025**

Find an application form
on the front page.

SHARE YOUR SKILLS

Interview

January 29, 2025
(AM)

January 30, 2025
(PM)



WORKSHOPS TO GET YOU PREPARED

- **Resume Design Workshop**
Thursday, January 16, 2025 11:30am-1pm
@ CSM Building 10 Room 468
- **Interview Workshop**
Wednesday, January 22, 2025 11:00am-12:30pm
@ CSM Building 10 Room 468

CONTACT US:

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Workforce Development

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