

Student Assistant Job Description

Canvas Live/Learning Commons

The student assistant works directly with the GCC Learning Commons staff.
The student worker will assist with day to day operations as needed.

Job Duties:

- In-person assistance to students, staff, and faculty at the Learning Commons
- Virtual assistance to students, staff, and faculty via Canvas Live
- Hands on assistance/troubleshooting technology issues in the Learning Commons or via Canvas Live
- Other general duties, including keeping the Learning Commons area tidy
- Other duties as assigned

Requirements:

- Great communication skills, fluent in English
- Prior office experience preferred
- Knowledge of computer programs (Microsoft Office)
- Willingness to learn and take initiative
- General knowledge about the campus

Position Details:

Hours:

Varies between business operating hours depending on department need and student availability
approximately 5-10 hours per week

Rate: \$16.50/hr

Accepting applications until position is filled

QR Code Link to Application:



Superintendent/President Dr. Ryan Corner

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