

Student Assistant Job Description

Nursing - Health Sciences Division

The student assistant works directly with the GCC Nursing/Health Sciences Department staff.
The student worker will assist with day to day operations as needed.

Job Duties:

- Use telephone, email, and virtual systems to respond to inquiries
- Direct walk-ins to appropriate administrator as needed
- Scan documents, create electronic files, and file documents physically and electronically
- Pickup division mail
- General office duties
- Other duties as assigned

Requirements:

- Great communication skills
- Knowledge of computer programs (Microsoft Office)
- Familiarity with filing methods
- Willingness to learn and take initiative
- *Recruiting students with Financial Aid Awards*

To avoid conflict of interest, student workers cannot major in Nursing, EMT, or addiction Studies

Position Details:

Hours: Flexible within office hours
Monday-Friday between 8:00am-4:30pm
(Mondays and Tuesdays preferred)
approximately 10 hrs/week
Rate: \$16.50/hr

QR Code Link to Application:

