

Student Assistant Job Description

International Students Office (ISO)

The student assistant works directly with the ISO staff and faculty to facilitate the office's day to day operations and direct students to the appropriate personnel as needed.

Job Duties:

- Use telephone, email, and virtual systems to respond to inquiries.
- Assess student needs to determine whether to refer to published resources or to a staff member.
- Make appointments and use templates to send out office communications.
- Scan documents, create electronic files, and file documents electronically.
- Perform light data entry.
- Helps with event set-up.
- May assist with social media campaigns.
- Other duties as assigned.

Requirements:

Applicants must have at least one academic year of study remaining at GCC in addition to possessing the necessary qualifications:

- *Strong ability to communicate in the English Language orally and in writing*
- *Comfortable with technology – able to quickly learn new technology programs*
- *Strong multi-tasking and customer service skills*
- *Detail-oriented with good time management skills*
- *Willingness to learn and take initiative*
- *A love of and deep respect for international student populations!*

Position Details:

Available Shifts:

Afternoon shift

Monday - Thursday

Fridays: 10am to 3pm

15 hours per week

Rate: \$16.50/hr

QR Code Link to Application:



Superintendent/President Dr. Ryan Corner

Board of Trustees Dr. Sevan Benlian • Yvette Vartanian Davis • Dr. Armine Hacopian • Desirée Portillo Rabinov • Ann H. Ransford