

Student Assistant Job Description

Instructional Services

The student assistant works directly with the GCC Instructional Services Staff.
The student worker will assist with day to day operations and will direct students to the appropriate personnel as needed

Job Duties:

- Greet visitors and provide them with department information
- Answer and screen incoming calls
- Data entry
- Proficient in email communication
- Confidentiality is a MUST
- Perform general office duties
- Language skills outside of English is a plus, but not required

- *Will prioritize financial aid recipients*

• Position Details:

Schedule:

Monday to Thursday:
7:30am to 11:15am

Monday & Wednesday:
2:30pm to 6:15pm

Rate: \$16.50/hr

Hours: approximately 10-15 hrs/week

QR Code Link to Application:

