

## Student Assistant Job Description Transfer Center

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

### Job Duties:

- Answering the department phone with good customer service skills
- Data entry
- Making appointments
- Filing (alphabetization)
- Making copies
- Confidentiality is a MUST
- Language skills outside of English is a plus

QR Code link to Job Application:



### Position Details:

#### Schedule:

Required availability: Tuesdays & Thursdays, 10:00am - 3:00pm

Rate: \$16.50/hr

Hours: 10 hrs/week for Fall 2025 semester

Announcement Date: August 29, 2025

Closing Date: *accepting applications until position is filled*