

Student Assistant Job Description Non Credit ESL Division - Garfield Campus

The student assistant works directly with the GCC Non Credit ESL Division 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
- Assisting students with registering for classes
- Scheduling assessment appointments
- Answering inquiries at the front counter
- Confidentiality is a MUST

Position Details:

Schedule:

Morning shift: 8:00am -12:00pm (Monday-Friday)

or

Afternoon shift: 5:00pm - 8:00pm (Monday-Thursday)

Rate: \$16.50/hr

Hours: varying between 10 and 15 hrs/week; no more than 20 hrs/week

Announcement Date: December 4, 2025

Closing Date: Open until filled

candidates will be considered on a first come, first serve basis

in-person position; no remote work

Desired Skills: Multilingual in Russian, Armenian, or Spanish

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