

Student Assistant Job Description GCC Foundation Office

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

What is the GCC Foundation?

The mission of the foundation: to create public awareness of the needs of the college; to promote the college to business and industry and the greater Glendale community; and to raise funds for facilities and programs.

Job Duties:

- Clerical tasks
- Filing
- Photocopying
- Assembling mailings
- Answering the department phone
- Use Microsoft suite to write letters to donors, put together mail merges
- Perform data entry tasks in Raiser's Edge fundraising database (training will be provided)
- Perform research to support grant writing and fundraising
- Support event planning
- Confidentiality is a MUST

Position Details:

Schedule: Hours flexible between business operating hours

Monday to Friday 8:30am-5:00pm

Rate: \$16.50/hr

Hours: between 10 and 15 hrs/week

Closing Date: Open until filled:

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

in-person position; no remote work

QR Code 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