

Student Assistant Job Description

Human Resources Department

The student assistant works directly with the GCC Human Resources (HR) staff. The student worker will assist with day to day operations as needed.

Job Duties:

- Use telephone, email, and virtual systems to respond to inquiries
- Scan documents, create electronic files, and file documents physically and electronically
- Help with event set-ups
- General office duties
- Other duties as assigned

Requirements:

- Great communication skills
- Prior office experience preferred
- Knowledge of computer programs (Microsoft Office)
- Familiarity with filing methods
- Willingness to learn and take initiative
- *Will prioritize students with financial aid*
- *Resume requested for review*

Position Details:

Hours: Flexible

Monday-Friday between 8:30am-4:30pm

between 10-15 hrs/week

Rate: \$16.50/hr

Position open until filled

QR Code Link to Application:



Please email resumes to:
jobplace@glendale.edu

Superintendent/President Dr. Ryan Corner

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