

## Student Assistant Job Description Scholarship Office

The student assistant works directly with the GCC Scholarship Office 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
- Familiarity with Google Suite, such as Docs, Sheets, Voice, Slides, Calendar
- Proficient in email communication
- Confidentiality is a MUST
- Language skills outside of English is a plus, but not required

### Position Details:

#### Schedule:

Mondays & Wednesdays during business operating hours

Rate: \$16.90/hr

Hours: approximately 10-12 hrs/week

Closing Date: **accepting applications until position is filled**

Scan QR Code for Application:



Superintendent/President Dr. Ryan Corner

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