

Student Assistant Job Description

Garfield Campus - Student and Counseling Services

The student assistant works directly with the GCC Garfield Campus Student Services staff.
The student worker will assist with day to day operations as needed.

Job Duties:

- Manage front desk, including directing students and staff to appropriate administrators
- Schedule appointments
- Use telephone, email, and virtual systems to respond to inquiries
- 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
- Additional language skills outside of English desired

Position Details:

Preferred Shifts:

Monday - Friday: 9:00am - 1:00pm

Or

Monday - Wednesday: 1:00pm - 5:00pm

Approximately 10-12 hours per week

Pay Rate: \$16.90/hr

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