

## Student Assistant Job Description Tuition Office

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

### Job Duties:

- Filing (alphabetization)
- Stuffing envelopes
- Making copies
- Answering inquiries at the front counter
- Confidentiality is a MUST

### Position Details:

#### Preferred Schedule:

Monday & Wednesday afternoons

Pay Rate: \$16.90/hr

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

*\*in-person position; no remote work\**

*Students with financial aid awards will be prioritized to meet funding requirements.*

*QR Link to Application*

