

Student Assistant Job Description Information Technology Services (ITS)

The student assistant works directly with the GCC Information Technology Services (ITS) Staff.
The student worker will assist with day to day operations and will direct students to the appropriate personnel as needed

Job Duties:

- Answer the department phone with good customer service skills
- Manage walk-in inquiries at the ITS Help desk
- Direct students, faculty, and staff to appropriate personnel
- Data entry (accurately enter help desk tickets)
- Confidentiality is a MUST
- Language skills outside of English is a plus

Position Details:

Available shifts:

Monday: 9:00am - 11:00am

Tuesday: 9:00am - 5:00pm

Wednesday: 1:30pm - 4:30pm

Thursday: 1:30pm - 4:00pm

Friday: 9:00am - 4:00pm

Rate: \$16.90/hr

Hours: approximately 10-12 hrs/week

Closing Date: February 5, 2026 (5:00pm PST)

QR Code Link to Application:



*Will prioritize students who qualify for Federal Work Study due to funding restrictions
Computer Science majors preferred*

Superintendent/President Dr. Ryan Cornner

Board of Trustees Dr. Sevan Benlian • Yvette Vartanian Davis • Dr. Armine Hacopian • Desirée Portillo Rabinov • Ann H. Ransford