

## Student Assistant Job Description

### Noncredit Business & Life Skills Division (Garfield Campus)

The student assistant works directly with the GCC Noncredit Business & Life Skills Division Staff. The student worker will assist with day to day operations and will direct students to the appropriate personnel as needed

#### **Job Duties:**

##### **Administrative Support**

- Assist with filing, copying, scanning, and organizing documents.
- Prepare packets, forms, and materials for classes, meetings, events and marketing.
- Maintain office supplies and notify staff when items need replenishment.
- Enter data into spreadsheets, trackers, and other systems as assigned.

##### **Front Desk & Customer Service**

- Greet visitors, students, and staff in a friendly and professional manner.
- Answer phone calls, take accurate messages, and direct callers to the appropriate staff.
- Provide basic information regarding office services, programs, and resources.
- Assist with walk-in student inquiries and intake forms.

##### **Communications**

- Assist with drafting flyers, and announcements.
- Help update bulletin boards, post schedules, and distributing flyers as directed.

##### **Event & Classroom Support**

- Support office events and workshops by preparing materials and setting up spaces.

##### **Enrollment & Registration Support**

- Assist students with completing enrollment forms.
- Guide students through online registration platforms (MyGCC and CCCapply).
- Help students navigate class schedules, flyers, and program information.
- Support staff in verifying application completeness before submission.
- Provide students with information on required documents or next steps in the enrollment process.
- Direct students to counselors, advisors, or specialists when additional support is needed.

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### Office Marketing & Outreach Support

- Assist with distributing flyers to classrooms, community centers, and campus locations.
- Help create simple marketing materials (flyers, social media graphics, posters) using tools such as Canva or Word.
- Support posting announcements on bulletin boards, digital screens, or department communication channels.
- Update office marketing materials, schedules, and program brochures as directed.
- Assist with preparing content for outreach.
- Support community outreach efforts, such as helping track distribution locations or event attendance.
- Help maintain organized digital folders of marketing materials.

### Position Details:

**Schedule:** Flexible within business operating hours;

Monday - Thursday (morning and afternoon shifts available)

**Pay Rate:** \$16.90/hr

**Hours:** approximately 15-20hrs/week

*QR Link to Application:*

