

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.

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

Superintendent/President Dr. Ryan Cornner

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