

Student Assistant Job Description

Career Services, Transfer Center
(2 Positions)

The student assistant works directly with the GCC Career Services and Transfer Center Staff. Student assistant will help with office's day to day operations; including making phone calls, scheduling appointments, and answering general questions in relation to the Career Services and Transfer Center Departments.

Job Duties:

- Provide direct support to the Career Services and/or Transfer Center staff
- Answer department phone and direct questions to appropriate staff
- Ongoing call campaigns
- Scheduling appointments
- Ensuring front desk coverage
- Making copies
- Event support for job fairs, resource fairs, etc.
- Providing additional requested support

Requirements:

Knowledge of English Language
Self-motivated student
Familiarity with filing methods
Willingness to learn and take initiative

Position Details:

Schedule:

To be determined- flexible within business operating hours

Rate: \$16.90/hr

Hours: approximately 10-15 hrs/week

Closing Date: Open until filled, will be recruiting on a first-come-first-served basis

in-person position; no remote work

QR Code Link to Application:

