

Student Assistant Job Description

Student Success Center - Garfield Campus

The student assistant works directly with the GCC Student Success Center staff at the Garfield Campus.

The student worker will assist with day to day operations and will direct students to the appropriate personnel as needed

Job Duties:

- Answering the department phone with good customer service skills
- Covering the front desk for the department
- Light data entry
- Assisting students by providing relevant materials
- Confidentiality is a MUST
- Language skills outside of English is a plus, but not required

Position Details:

Schedule:

Monday to Thursday:
4:00pm - 8:00pm

Rate: \$16.90/hr

Hours: approximately 16 hrs/week

Application Closing Date: **open until position is filled**

QR Code Link to Application:

