

Student Assistant Job Description

Career Services (2 Positions)

The student assistant works directly with the GCC Career Services Staff. Student assistant will help with office's day to day operations; including front desk coverage, making phone calls, scheduling appointments, and answering general questions in relation to the Career Services, Job Placement, 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:

