

Student Assistant Job Description

GCC Office of Communications and Governance Relations

GCC's Office of Communications and Governance Relations is seeking a student worker to assist in our marketing efforts. Students possessing skills in photography, video, graphic arts, and social media will be considered strong candidates.

Responsibilities:

- Photograph/video in-person events and programs to capture campus life.
- Develop creative and relevant content for various social media platforms, including but not limited to, Instagram, Facebook, and YouTube.
- Create visually appealing graphics, videos, and written content that align with the brand's voice and objectives.
- Collaborate with the Comms Team on various projects including data management, website content updates, and other tasks.
- Placing and collecting marketing materials throughout campus.

Desired Qualifications:

- Ability to work proactively, meet deadlines, and manage time effectively.
- Understanding of camera/video recording, frame composition, audio recording, video editing.
- Proficiency in media tools (Canva, Final Cut Pro X, Adobe Creative Suite and others).
- Strong interest in social media and a deep understanding of various platforms.
- Prior experience managing personal or organizational social media accounts is a plus.
- Strong interpersonal skills and a friendly, welcoming demeanor.
- Ability to work collaboratively with others and communicate effectively to support department goals.
- Comfortable communicating ideas, taking feedback, and contributing to a positive and supportive team environment.

Position Details:

Schedule:

Preferred: between 9am - 2pm weekdays

Closing Date: Accepting applications until filled

candidates will be considered on a first come, first serve basis

Hours: approximately 10 hrs/week

Rate: \$16.90/hr

QR Code Link to Application:



Superintendent/President Dr. Ryan Corner

Board of Trustees Dr. Sevan Benlian • Yvette Vartanian Davis • Dr. Armine Hacopian • Desirée Portillo Rabinov • Ann H. Ransford