

Student Assistant Job Description

Verdugo Campus - Facilities Department

The student assistant works directly with the GCC Facilities Department staff.
The student worker will assist with day to day operations as needed.

Job Duties:

Facilities Office:

- Use telephone, email, and virtual systems to respond to inquiries
- Filing, organizing, scanning
- Provide great customer service to all
- General office duties

Warehouse:

- Assist with receiving, sorting, and delivering incoming packages and materials throughout campus.
- Ability to safely lift and handle packages weighing approximately 35–40 pounds.
- Possess a valid driver's license, as the position will require operating an electric-powered cart on campus for deliveries and transportation of materials.
- Assist with answering and directing incoming phone calls.
- Provide general support to the Central Receiving/warehouse operation as needed.
- Have basic computer skills and the ability to learn and use an inventory control system.
- Be dependable, safety-conscious, and able to work effectively with staff, faculty, and campus departments.

Requirements:

- Great communication skills
- Prior office experience preferred
- Knowledge of computer programs (Microsoft Office)
- Familiarity with filing methods
- Willingness to learn and take initiative

Position Details:

Must be available Wednesdays

Either 8:00am -12:00pm

or

12:00pm -4:00pm

Approximately 10 hours per 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