

## Student Assistant Job Description

### Verdugo Campus - Financial Aid Office

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

#### Job Duties:

- In-person /virtual assistance with students' financial aid application/to do list items
- Financial aid outreach assistance, including tabling events
- Hands on assistance during Financial Aid workshops
- Other general outreach duties, including making phone calls and assisting students with navigating the GCC website
- Other duties as assigned

#### Requirements:

- Great communication skills
- Prior office experience preferred
- Knowledge of computer programs (Microsoft Office)
- Willingness to learn and take initiative
- General knowledge about the financial aid application process
- *Will prioritize financial aid recipients*
- *Must be continuing at GCC for at least 1 more year*

#### Position Details:

##### Hours:

Varies between business operating hours  
Depending on department need and student availability  
Approximately 10-15 hours per week

Rate: \$16.90/hr

*Accepting applications until position is filled*

QR Code Link to Application



Superintendent/President Dr. Ryan Corner

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