

Student Assistant Job Description Information Technology Services (ITS)

The student assistant works directly with the GCC Information Technology Services (ITS) Staff.
The student worker will assist with day to day operations and will direct students to the appropriate personnel as needed

Job Duties:

- Answer the department phone with good customer service skills
- Manage walk-in inquiries at the ITS Help desk
- Direct students, faculty, and staff to appropriate personnel
- Data entry (accurately enter help desk tickets)
- Greeting students and instructors who need help with logging onto MyGCC / password resets
- Confidentiality is a MUST
- Language skills outside of English is a plus

Available shifts:

*Mondays, Tuesdays, Thursdays
within department operating hours*

Rate: \$16.90/hr

Hours: approximately 10-12 hrs/week

QR Code Link to Application:

