

Student Assistant Job Description

Learning Commons

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

Job Duties:

- In-person assistance to students, staff, and faculty at the Learning Commons
- Virtual assistance to students, staff, and faculty via Canvas Live
- Hands on assistance/troubleshooting technology issues in the Learning Commons or via Canvas Live
- Other general duties, including keeping the Learning Commons area tidy
- Other duties as assigned

Requirements:

- Great communication skills, fluent in English
- Prior office experience preferred
- Strong customer service skills
- Knowledge of computer programs (Microsoft Office)
- Knowledge of Canvas
- Willingness to learn and take initiative
- General knowledge about the campus

Position Details:

Seeking candidate available for morning shifts

Approximately 5-12 hours per week

Rate: \$16.90/hr

Accepting applications until position is filled

QR Code Link to Application:



Superintendent/President Dr. Ryan Cornner

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