

Student Assistant Job Description

Library

The student assistant works directly with GCC Library Staff.
The student worker will assist with day to day operations and will direct students to the appropriate personnel as needed

Job Duties:

- Greeting guests
- Shelve and shelf-read all library materials (books, periodicals, etc.).
- Pick up library materials from stacks, study carrels, and study rooms.
- Check out, check in, and renew library materials.
- Copier maintenance (refill paper and clear paper jams).
- Answer general informational questions; direct patrons to the Research Help Desk for reference related questions.
- Other duties as assigned.

Student worker must have the ability to:

- Communicate effectively.
- Understand and follow oral and written directions.
- Perform tasks accurately, thoroughly, and efficiently.
- Interact professionally with general public and other staff.

Position Details:

Schedule: Set hours, MUST be available:

Monday - Thursday
6:00pm - 9:15pm

Rate: \$16.90/hr

Hours: approximately 10 to 12 hrs/week

QR Code Link to Application:



Superintendent/President Dr. Ryan Corner

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