

Student Assistant Job Description

Noncredit Business Department Office (Garfield Campus)

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

Job Duties:

Administrative Support

- Assist with filing, copying, scanning, and organizing documents.
- Prepare packets, forms, and materials for classes, meetings, events and marketing.
- Maintain office supplies and notify staff when items need replenishment.
- Enter data into spreadsheets, trackers, and other systems as assigned.

Front Desk & Customer Service

- Greet visitors, students, and staff in a friendly and professional manner.
- Answer phone calls, take accurate messages, and direct callers to the appropriate staff.
- Provide basic information regarding office services, programs, and resources.
- Assist with walk-in student inquiries and intake forms.

Communications

- Assist with drafting flyers, and announcements.
- Help update bulletin boards, post schedules, and distributing flyers as directed.

Event & Classroom Support

- Support office events and workshops by preparing materials and setting up spaces.

Enrollment & Registration Support

- Assist students with completing enrollment forms.
- Guide students through online registration platforms (MyGCC and CCCapply).
- Help students navigate class schedules, flyers, and program information.
- Support staff in verifying application completeness before submission.
- Provide students with information on required documents or next steps in the enrollment process.
- Direct students to counselors, advisors, or specialists when additional support is needed.

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Position Details:

Schedule: Flexible within business operating hours;
Monday - Thursday (morning and afternoon shifts
available)

Pay Rate: \$16.90/hr

Hours: approximately 15-20hrs/week



Superintendent/President Dr. Ryan Cornner

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

Job Duties (Cont.)

Office Marketing & Outreach Support

- Assist with distributing flyers to classrooms, community centers, and campus locations.
- Help create simple marketing materials (flyers, social media graphics, posters) using tools such as Canva or Word.
- Support posting announcements on bulletin boards, digital screens, or department communication channels.
- Update office marketing materials, schedules, and program brochures as directed.
- Assist with preparing content for outreach.
- Support community outreach efforts, such as helping track distribution locations or event attendance.
- Help maintain organized digital folders of marketing materials.

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