

Student Assistant Job Description

Nutrition Department

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

Job Duties:

- Answering the department phone with good customer service skills
- Data entry
- Familiarity with commonly used computer applications/must be computer savvy
- Proficiency in Word, Excel, and Adobe Acrobat (for PDFs)
- Proficient in email communication
- Assist with the coordination of the nutrition student club
- Assist with coordination of department outreach activities, such as resource fairs
- Confidentiality is a MUST

Position Details:

Schedule:

Monday to Friday:

- Flexible during business operating hours: 8:00am to 4:30pm

QR Code Link to Application:



Rate: \$16.90/hr

Hours: Approximately 10 hrs per week

Closing Date: ***accepting applications until position is filled***

Superintendent/President Dr. Ryan Corner

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