

## Student Assistant Job Description

### Garfield Campus - Welcome Center

The student assistant works directly with the GCC Garfield Campus Welcome Center staff.  
The student worker will assist with day to day operations as needed.

#### Job Duties:

- Manage front desk, including directing students and staff to appropriate administrators
- Use telephone, email, and virtual systems to respond to inquiries
- General office duties
- Other duties as assigned

#### Requirements:

- Great communication skills
- Prior office experience preferred
- Knowledge of computer programs (Microsoft Office)
- Familiarity with filing methods
- Willingness to learn and take initiative
- Additional language skills outside of English desired

#### Position Details:

##### Hours:

Afternoons: (between 4:30pm and 7pm), Monday to Thursday

10 hours per week

Rate: \$16.50/hr

QR Code to Application:



Superintendent/President Dr. Ryan Corner

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