

## Student Assistant Job Description

### Life Skills, Parent Education

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

#### **Job Duties:**

- Assisting with the supervision of children while their parents are participating in GCC Life Skills classes
- Assisting Life Skills instructors with distributing instructional materials in the classroom
- Ensuring that the environment is safe and welcoming
- Reports all accidents, safety hazards, or conflicts to supervisor immediately.
- Keeps the program areas neat and organized. Follows all safety procedures
- *Conversational English and experience working with children required*

#### **Position Details:**

#### **Required Schedule:**

**Monday:** 9:00am-12:00pm: Life Skills Class

**Monday:** 12:00pm-1:30pm: Life Skills Front Desk

**Wednesday:** 9:00am-12:00pm: Maple Park Location

**Friday:** 8:30am-1:00pm: Life Skills Front Desk

**Rate:** \$16.50/hr

**Hours:** approximately 12 hours per week

**Announcement Date:** September 4, 2025

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

QR Code Link to Application:



Superintendent/President Dr. Ryan Corner

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