

Student Assistant Job Description

GCC Disabled Students Programs and Services (DSPS) Accommodations Resource Center (ARC)

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

Job Duties:

- Answer phone and in-person inquiries from students and staff
- General administrative duties
- Confidentiality is a MUST
- Prior experience working with students with disabilities preferred
- Multilingual experience preferred, but not required

Position Details:

Schedule: **Must be available:**

Monday-Friday: 8:00am to 10am

Rate: \$16.50/hr

Hours: approximately 10-12hrs/week

Closing Date: Open until filled:

candidates will be considered on a first come, first serve basis

Accepting applications until position is filled

QR Code Link 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