

Student Assistant Job Description

Music Lab

The student assistant works directly with the GCC Music Lab 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
- Assist students with check in, check out of music equipment
- 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
- ***Will prioritize students with financial aid awards***

Position Details:

Available Shifts:

Monday: 1-5pm

Tuesday: 8am-1pm and 1-5pm

Wednesday: 8am-1pm and 1-5pm

Thursday: 1-5pm

Saturday: 10am-12pm

Approximately 10 hours per week

Rate: \$16.50/hr

QR Code Link to Application:

