

## Student Assistant Job Description Admissions & Records

The student assistant works directly with the GCC Admissions and Records 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
- Light data entry
- Answering questions at the front counter
- Filing (alphabetization)
- Making copies
- Confidentiality is a MUST
- Language skills outside of English is a plus

QR Code link to Job Application:



### Position Details:

#### Schedule:

Flexible within hours of operation:

Monday to Thursday: 9:00am - 4:30pm

Friday: 9:00am-2:00pm

**Rate:** \$16.50/hr

**Hours:** approximately 15 hrs/week for Fall 2025 semester

**Announcement Date:** September 4, 2025

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

*Will prioritize students who qualify for Federal Work Study*