

## Student Assistant Job Description

### Academic Counseling Department

The student assistant works directly with the GCC Academic Counseling staff.  
The student worker will assist with day to day operations as needed.

#### Job Duties:

- In-person assistance to students, staff, and counselors at the Academic Counseling front desk
- Appointment scheduling: in-person, by phone, and by Zoom
- Other general duties, including event support
- Confidentiality is a MUST

#### Requirements:

- Great communication skills
- Prior office experience preferred
- Knowledge of computer programs (Microsoft Office)
- Willingness to learn and take initiative
- General knowledge about the campus
- Additional language skills are desirable, but not required

#### Position Details:

##### Hours:

Flexible within office hours of operation

15 hours per week

Rate: \$16.50/hr

Announcement Date: Sept 30, 2025

*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