

## Student Assistant Job Description

### Canvas Live/Learning Commons

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

#### Job Duties:

- In-person assistance to students, staff, and faculty at the Learning Commons
- Virtual assistance to students, staff, and faculty via Canvas Live
- Hands on assistance/troubleshooting technology issues in the Learning Commons or via Canvas Live
- Other general duties, including keeping the Learning Commons area tidy
- Other duties as assigned

#### Requirements:

- Great communication skills, fluent in English
- Prior office experience preferred
- Knowledge of computer programs (Microsoft Office)
- Willingness to learn and take initiative
- General knowledge about the campus

#### Position Details:

##### *Available Shifts:*

**Monday - Thursday:** 9am to 9pm

**Friday:** 9am to 1:30pm

**Saturday:** 10am to 2pm

*QR Code Link to Application:*



**Approximately** 5-12 hours per week

Rate: \$16.50/hr

*Accepting applications until position is filled*

Superintendent/President Dr. Ryan Corner

Board of Trustees Dr. Sevan Benlian • Yvette Vartanian Davis • Dr. Armine Hacopian • Desirée Portillo Rabinov • Ann H. Ransford