

Student Assistant Job Description Accounting Office

The student assistant supports GCC accounting office staff with daily operations and completes assigned tasks as directed by appropriate personnel.

Job Duties:

- Accurately filing paperwork
- Stuffing envelopes
- Creating folders and labels for the department
- General entry level office duties
- Confidentiality is a MUST

Scan QR code for application:



Position Details:

Schedule:

Tuesday, Wednesday, Thursday: 9:00am - 1:00pm

Rate: \$16.90/hr

Hours: approximately 12 to 15 hours per week

Announcement Date: January 8, 2026

Position will remain open until filled; hiring urgently

Due to funding requirements, priority will be given to students with financial aid awards.

Superintendent/President Dr. Ryan Corner

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