



SOUTH GEORGIA
STATE COLLEGE

Student Employment Positions

POSITION	OFFICE/LOCATION	# OF POSITIONS AVAILABLE	DUTIES	REQUIREMENTS	HOW TO APPLY
Student Assistant	Advising Center (Waycross)	2	<p>Greet and assist students, faculty, and visitors in person and via phone/email.</p> <p>Manage the drop-in advising sign-in process and direct students to available advisors.</p> <p>Provide general information about advising services, policies, and procedures.</p> <p>Assist in managing walk-in traffic and coordinating advising schedules with other departments.</p> <p>Maintain front desk organization, including advising materials and office supplies.</p> <p>Assist with administrative tasks, such as filing and document preparation.</p>	<p>Must be enrolled in at least 6 credit hours at SGSC</p> <p>Maintain a 2.5 GPA</p> <p>Basic knowledge of Microsoft applications—including Teams</p>	<p>Click here to apply for this job posting.</p> <p>Email your resume and class schedule to the Coordinator of Residence Life and Housing for Student Success at brandi.elliott@sgsc.edu</p>
Resident Assistant (RA)	<p>Tiger 1 and 2 Housing Department (Douglas Campus)</p> <p>This is a Position of Trust.</p>		<p>Assisting in the opening of the residence halls before the semester or quarter begins and closing it up after it ends.</p> <p>Relaying information about your institution's policies and procedures to residents.</p> <p>Attending or leading weekly RA staff meetings.</p> <p>Holding regular floor meetings with residents.</p> <p>Sharing information about the residence hall, campus activities and available resources on bulletin boards, online forums, social media, or flyers and in person.</p>	<p>Lives on the assigned floor of their residence hall.</p> <p>Understand you may be on call during the evening hours and weekends.</p> <p>Completed at least one semester at SGSC prior to their hiring.</p>	<p>Click here to apply for this job posting.</p> <p>Email your resume and class schedule to the Coordinator of Residence Life and Housing for Student Success at sandra.adams@sgsc.edu</p>

			<p>Understanding that you will be on call during the evening hours and weekends.</p> <p>Oversee Desk Assistants in Housing i.e. visitation policy (signing guests in/out)</p> <p>Fills in at front desks in Tiger Villages when needed.</p> <p>Reports maintenance issues for residents and conduct issues to professional staff.</p>	<p>Satisfactory student conduct record with the College.</p> <p>Cumulative and semester GPA of 2.5 or higher.</p>	
Student Assistant/FWS	<p>Financial Aid/Engram Hall Douglas Campus</p> <p>This is a Position of Trust</p>	2	<p>Assist walk-in students with financial aid issues, especially assisting with FAFSA</p> <p>Direct students to fill out appropriate online documents depending on their situation or requests.</p> <p>Assist students over the phone with financial aid information, directing them to the proper advisor according to the alpha assignment.</p> <p>Direct students to appropriate areas on the financial aid's website and redirect students to other departments as needed (Admissions, Registrar, etc.)</p> <p>File completed financial aid files in appropriate filing drawers</p> <p>Take/pickup mail from mailroom if needed</p>	<p>Must be enrolled in at least 6 credit hours.</p> <p>Good Customer Service Skills</p> <p>Computer Skills</p> <p>Knowledgeable in Microsoft and Excel software.</p>	<p>Click here to apply for this job posting.</p> <p>Email your resume and class schedule to the Financial Aid Advisor II at ramona.thomas@sgsc.edu</p>
Student Assistant/FWS	<p>Human Resources/Thrash Hall (Douglas Campus)</p> <p>This is a Position of Trust.</p>	2	<p>Answer the main HR phone line and direct customers to the appropriate resources or HR office.</p> <p>Greet visitors to the HR and Presidential Offices.</p> <p>Monitor guest traffic and greet internal and external customers directing to the HR and or the President's offices.</p> <p>Provide project support for various HR projects, i.e., student employment resources, employee engagement initiatives.</p>	<p>Requirements</p> <p>Must be enrolled in at least 6 credit hours.</p> <p>GPA 3.0 or higher</p> <p>Must complete at least one semester of college.</p>	<p>Click here to apply for this job posting.</p> <p>Email your resume and class schedule to the Assistant Director of Human Resources at hr@sgsc.edu</p>

			<p>Assist with organizing HR-related events.</p> <p>Assist with PowerPoint presentation and materials for HR trainings.</p> <p>Retrieve and distribute daily mail for Human Resources.</p> <p>File all employee files and documents.</p> <p>Create employee files and labels.</p> <p>Copy and scan documents as needed.</p>		
Student Tutors	<p>Student Success – Tutoring</p> <p>(Douglas and Waycross Campus)</p>	6	<p>Tutor students in both STEM and non-STEM subjects as determined by supervisor.</p> <p>Be able to develop and lead workshops in the center that will help students to succeed at SGSC.</p> <p>Pursue good professional working relationships with members of faculty and other staff to help enhance the Tutoring Centers profile and services.</p> <p>Complete tutor training provided by the Student Success Department.</p> <p>Complete other training provided by SGSC and the USG.</p> <p>Check students in and out of the center using Tutor Track when they come in for tutoring.</p> <p>Serve as desk assistant, which includes answering the phone, greeting, and assisting students, SGSC employees, and other guests as needed.</p> <p>Regularly monitor the upstairs study rooms to offer tutoring services and make sure students have the resources they need.</p> <p>Conduct tours of the center and be able to direct students as well as other guests to different SGSC student services throughout the campus.</p> <p>Provide office support including typing, data entry, copying, filing,</p>	<p>Requirements</p> <p>Must always be enrolled in at least 6 credit hours.</p> <p>GPA 3.0 or higher</p> <p>Grade of A in subject area/course to be tutored.</p>	<p>Click here to apply for this job posting.</p> <p>Email your resume and class schedule to the Senior Coordinator for Student Success at andrew.williams@sgsc.edu</p>

			<p>preparing and/or hanging flyers or bulletin boards, and other support as needed.</p> <p>Assists in maintaining departmental inventory supplies and records.</p> <p>Assists with campus activities which may include events that are not during the regular college operating hours.</p> <p>Reports to work as scheduled by immediate supervisor.</p> <p>Performs other job-related duties as assigned by the supervisor.</p>		
Desk Assistants/FWS	Housing Department Douglas Campus This is a Position of Trust.	Filled	<p>Provide a customer service environment when interacting with students, families, guests, and College personnel.</p> <p>Attend and participate in all trainings and meetings, including scheduling meetings.</p> <p>Positively represent the Department of Residence Life and Housing</p> <p>Staff the Area Office and/or Night Desk in varying shifts from 10 AM-12 AM.</p> <p>Provide and complete an accurate log of keys, equipment, packages, and other items.</p> <p>Follow all procedures as outlined with signing in guests which includes, but is not limited to: checking stickers, accepting proper forms of ID, filling out the Guest Log accurately, returning IDs, and issuing guest passes.</p> <p>Keep Lobby/Front Desk organized and clean while informing supervisor of any items needed.</p> <p>Distribute residential mail and packages which includes but is not limited to placing mail in mailroom; logging packages.</p> <p>Assist in emergency situations as directed by any member of the Department of Residence Life and Housing.</p> <p>Enforce and support all residence hall and college policies including documenting policy violators.</p> <p>Other duties as assigned</p>	Requirements Must be always enrolled in at least 6 credit hours.	<p>Click here to apply for this job posting.</p> <p>Email your resume and class schedule to the Residence Life Specialist at shanice.moody@sgsc.edu</p>

Student Assistants/FWS	Student Success – Student Engagement (1) Waycross Campus	3	<p>Collaborating with student organizations and clubs to plan and organize events, such as social gatherings, fundraisers, and workshops.</p> <p>Assisting in the promotion and marketing of student activities through various channels, such as social media, posters, and campus announcements.</p> <p>Providing logistical support for events, including setting up and tearing down equipment, arranging seating, and ensuring necessary supplies are available.</p> <p>Assisting with event registration, ticket sales, and managing attendee lists.</p> <p>Coordinating with campus facilities and vendors to secure event spaces, equipment, and catering services.</p> <p>Assisting in the recruitment and training of volunteers to support student activities.</p> <p>Maintaining accurate records and documentation related to student activities, including attendance, budgets, and evaluations.</p> <p>Collaborating with campus staff and faculty to ensure student activities align with college policies and guidelines.</p> <p>Providing excellent customer service to students, staff, and faculty attending or participating in student activities.</p> <p>Assisting with other duties as assigned by the supervisor or coordinator of student activities.</p>	Requirements Must be always enrolled in at least 6 credit hours.	<p>Click here to apply for this job posting.</p> <p>Email your resume and class schedule to the Coordinator for Student Engagement & Success at stacey.hill@sgsc.edu.</p>
Student Assistants/FWS	Student Success – Clower Center Douglas Campus	4	<p>Responsible for covering assigned shifts.</p> <p>Supervises the distribution of Clower Center equipment.</p> <p>Responsible for the collection of IDs for the use of equipment and games and completing all necessary paperwork.</p> <p>Responsible for the opening or closing of the Clower Center.</p>	Requirements Must be always enrolled in at least 6 credit hours.	<p>Click here to apply for this position.</p> <p>Email your resume and class schedule to the Coordinator for Student Engagement & Success at Stacey.hill@sgsc.edu.</p>

			<p>Maintain and keep inventory of all games and equipment.</p> <p>Maintains the security of the Clower Center while on duty.</p> <p>Greets and receives patrons in a polite and courteous manner.</p> <p>Organizes and maintains cleanliness of work area.</p> <p>Reviews and updates all material on Clower Center bulletin board.</p> <p>Stay up to date on campus events.</p> <p>Assist with various student events.</p> <p>Assist with intramural events.</p> <p>Pick up and distribute student mail.</p> <p>Check ID cards throughout your shift, if a student is unable to produce their ID card, please ask them to obtain their ID and return to the Clower Center only after the ID card has been obtained.</p>		
Student Assistant/FWS	<p>Information Technology Department (IT)</p> <p>(1) Waycross Campus (1) Douglas Campus</p> <p>This is a Position of Trust.</p>	2	<p>Answer the IT department line and provide student login assistance.</p> <p>Provide support with setting up computers and troubleshooting classroom issues.</p> <p>Assist with organizing equipment.</p> <p>Assist with setting up equipment for campus events.</p> <p>Perform other job-related duties as assigned.</p>		<p>Click here to apply for this job posting.</p> <p>Email your resume and class schedule to the Instructional Technology Support Specialist at suzie.brown@sgsc.edu</p>
Student Assistant/FWS	<p>Bookstore</p> <p>Douglas Campus</p> <p>This is a Position of Trust</p>	2	<p>Assist with the daily operations at the bookstore and at the concession stands when needed.</p> <p>Provide outstanding customer experience.</p> <p>Cash Handling - Operating a point-of-sale system, accepting payments.</p> <p>Sanitation – Following food safety handling and sanitation</p>	<p>Requirement</p> <p>Multitasking – Ability to multitask.</p> <p>Collaboration – Working well on a team.</p>	<p>Click here to apply for this job posting.</p> <p>Email your resume and class schedule to the Bookstore Manager at daphne.french@sgsc.edu.</p>

			<p>procedures.</p> <p>Cleaning – Clean, maintain and organize all areas in the bookstore and at the concession stand area.</p> <p>Inventory Management – Assessing inventory, restocking items, and preparing product orders, recommending appropriate purchases.</p> <p>Professionalism: Maintaining proper grooming a dress code standard.</p>	Attention to detail – following directions and company policies.	
Student Assistant/FWS	Lynn Kelly Library Douglas Campus	2	<p>Assist patrons at the circulations front desk.</p> <p>Assistance with coverage at the desk and for special projects as needed for library functions.</p>		<p>Click here to apply for this job posting.</p> <p>Email your resume and class schedule to the Circulation Manager at lynn.kelly@usg.edu.</p>
Student Assistant/ FWS	Janice Williams Library Waycross	2	<p>Customer Service Greet and assist patrons in the library and on the phone.</p> <p>Circulation Services Assist patrons by locating, retrieving, and checking out materials; prepare GIL and ILL materials for mailing; and check the book drops.</p> <p>Clerical Support Perform routine clerical duties Assist with library signage, displays, and events Assist with collection maintenance tasks such as shelving, shelf-reading, shifting, inventories, and some dusting and cleaning</p> <p>Other Duties Perform all other duties assigned by supervisor.</p>	<p>Requirements</p> <p>Must be always enrolled in at least 6 credit hours.</p> <p>GPA 2.0</p>	<p>Click here to apply for this job posting.</p> <p>Email your resume and class schedule to the Coordinator of the Waycross Campus Library at janice.williams@sgsc.edu</p>
Student Assistant/FWS	Sonja McCulloch Police Department Douglas Campus	2	<p>They are responsible for greeting customers in person and via phone.</p> <p>They assist in distributing parking decals and help to enforce parking violations.</p> <p>After citations have been written the student may enter them into the parking database.</p> <p>They often make deliveries and pick up packages as needed.</p> <p>They create programming materials for the department and then put</p>	<p>Requirements</p> <p>Must be always enrolled in at least 6 credit hours.</p>	<p>Click here to apply for this job posting.</p> <p>Email your resume and class schedule to the Police Chief at sonja.mcculloch@sgsc.edu</p>

			<p>them out campus wide. Later, they pick them up.</p> <p>They assist in keeping the workplace clean.</p> <p>Assist with the cleanliness of golf carts.</p> <p>May assist with monthly fire extinguisher checks.</p>		
Student Assistant/FWS	Mike Stone Physical Plant Douglas Campus	3	<p>Assisting custodial duties:</p> <p>Take out trash and replace trash cans with liners on all floors and study rooms, keep trash closets clean.</p> <p>Dust mops the hallways on each floor, sweep stairs from top to bottom, and mop spills placing wet floor signs in that area. Keep back emergency stairs checked once a week.</p> <p>Keep laundry room clean. Pick up all dryer sheets and make sure all dryer lint filters are cleaned out</p> <p>Tiger I & Tiger II lobby areas (1st floor): Keep these areas always cleaned.</p> <p>Clean windows, vacuum entrance rugs, clean and wipe down tables, chairs, and all counter tops.</p>		<p>Click here to apply for this job posting.</p> <p>Email your resume and class schedule to the Assistant Director of Facilities at mike.stone@sgsc.edu.</p>
Student Assistant/FWS	Mike Stone Physical Plant Douglas Campus	3	<p>Assist in delivering campus packages.</p> <p>Assist in moving furniture as needed.</p> <p>Assist with campus wide set-ups for events.</p>	<p>Requirements</p> <p>Must be always enrolled in at least 6 credit hours.</p>	<p>Click here to apply for this job posting.</p> <p>Email your resume and class schedule to the Assistant Director of Facilities at mike.stone@sgsc.edu.</p>

Student Assistant/FWS	Mike Stone Physical Plant Douglas Campus	4	<p>Pick up pinecones on campus.</p> <p>Assist in greasing equipment (such as lawn mowers and tractors).</p> <p>Sweep shop out (cleaning of maintenance and grounds shop).</p> <p>Assist in trimming hedges on campus.</p> <p>Pick up trash campus wide (such as parking lots and exterior building trash cans).</p>	<p>Requirements</p> <p>Must be always enrolled in at least 6 credit hours.</p>	<p>Click here to apply for this job posting.</p> <p>Email your resume and class schedule to the Assistant Director of Facilities at mike.stone@sgsc.edu.</p>
Student Assistant/FWS	Mike Stone Physical Plant Douglas Campus	2	<p>Assist in washing campus vehicles (which includes Campus Police vehicles, campus vans, and campus minibuses).</p> <p>Cleaning and washing campus golf carts.</p> <p>Assist the custodian department in washing building entrance rugs.</p>	<p>Requirements</p> <p>Must be always enrolled in at least 6 credit hours.</p>	<p>Click here to apply for this job posting.</p> <p>Email your resume and class schedule to the Assistant Director of Facilities at mike.stone@sgsc.edu</p>
Student Assistant/FWS	Jo Anne Jones SGSC Entry Program at Valdosta State University	2	<p>Answer phones for Entry Program.</p> <p>Greeting and Assisting walk-ins to the Front Office.</p> <p>Assisting Staff and Faculty members at Entry Program with tasks.</p> <p>Scanning and Indexing documents.</p> <p>Copying and shredding.</p> <p>Organizing and refilling office supplies.</p> <p>Assisting in keeping office clean and tidy.</p> <p>Completing other tasks assigned by supervisor(s).</p>	<p>Requirements</p> <p>Must be registered in at least 6 credit hours</p> <p>Must be registered for at least one Entry Program class face to face</p> <p>Must keep up good attendance and good standing in all classes</p>	<p>Click here to apply to this job posting.</p> <p>Email your resume and class schedule to the Assistant Director of the Entry Program at joanne.jones@sgsc.edu</p>

FWS	Jeff Timothy Athletics (Baseball)	8	Wellness Coverage Weight Room Coverage Maintenance of Baseball Field Laundry Room Help with Physical Plant Maintenances	Requirements Must be always enrolled in at least 6 credit hours.	Click here to apply to this job posting. Email your resume and class schedule to the Athletic Director/Head Baseball Coach at jeff.timothy@sgsc.edu
FWS	Jeff Ellis Athletics (Softball)	6	Work to help with field maintenance, do laundry of game uniforms and practice gear. Assist with various duties and errands to help the Softball program run efficiently.	Requirements Must be always enrolled in at least 6 credit hours.	Click here to apply to this job posting. Email your resume and class schedule to the Head Softball Coach at jeff.ellis@sgsc.edu

FWS	<p>Lisa Gonzalez</p> <p>Athletics (Soccer)</p>	6	<p>Student workers are necessary for our program to run. They will assist in regular field maintenance, repeated painting of the field, and equipment maintenance.</p> <p>The workers will also be responsible for daily cleaning and upkeep of Shannon Hall, restrooms, trash, the soccer offices, and grounds.</p> <p>They will also be responsible for working soccer study hall and fitness/gym hours.</p> <p>Workers will be expected to also work baseball games as ticket takers, and athletic events that need setting up or help.</p> <p>Lastly, the student workers help with travel and daily practice protocols, and team daily laundry</p>	<p>Requirements</p> <p>Must always be enrolled in at least 6 credit hours.</p>	<p>Click here to apply to this job posting.</p> <p>Email your resume and class schedule to the Head Soccer Coach at lisa.gonzalez@sgsc.edu.</p>
FWS	<p>Cory Baldwin</p> <p>Athletics (Basketball)</p>	8	<p>Work door for gym and weight room access</p> <p>Clean weight room and gym</p> <p>Clean locker room and training room</p> <p>Clean gym classroom</p> <p>Load and clean bus/van for travel</p> <p>Game day work crew – film setup and breakdown, radio and music play, towels and floor cleaning, water, and drinks, and caring bags and unloading equipment.</p> <p>Practice management prior and after</p> <p>Clock and score keeping.</p> <p>In front of gym and gym grounds crew help and setup or breakdown for events on campus</p>	<p>Requirements</p> <p>Must always be enrolled in at least 6 credit hours.</p>	<p>Click here to apply to this job posting.</p> <p>Email your resume and class schedule to the Head Soccer Coach at cory.baldwin@sgsc.edu.</p>