



# Student Employment Positions

POSITION	OFFICE/LOCATION	# OF POSITIONS AVAILABLE	DUTIES	REQUIREMENTS	HOW TO APPLY
<p><b>Resident Assistant (RA)</b></p>	<p><b>Tiger 1 and 2 Housing Department (Douglas Campus)</b></p> <p><b>This is a Position of Trust.</b></p>	<p><b>Filled</b></p>	<p><b>Assisting in the opening of the residence halls before the semester or quarter begins and closing it up after it ends.</b></p> <p>Relaying information about your institution’s policies and procedures to residents.</p> <p><b>Attending or leading weekly RA staff meetings.</b></p> <p>Holding regular floor meetings with residents.</p> <p><b>Sharing information about the residence hall, campus activities and available resources on bulletin boards, online forums, social media, or flyers and in person.</b></p> <p>Understanding that you will be on call during the evening hours and weekends.</p> <p><b>Oversee Desk Assistants in Housing i.e. visitation policy (signing guests in/out)</b></p> <p>Fills in at front desks in Tiger Villages when needed.</p> <p><b>Reports maintenance issues for residents and conduct issues to professional staff.</b></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>Satisfactory student conduct record with the College.</p> <p>Cumulative and semester GPA of 2.5 or higher.</p>	<p><a href="#">Click here</a> 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 <a href="mailto:brandi.merritt@sgsc.edu">brandi.merritt@sgsc.edu</a></p>

<p><b>Student Assistant/ FWS</b></p>	<p><b>Human Resources/Thrash Hall (Douglas Campus)</b></p> <p><b>This is a Position of Trust.</b></p>	<p><b>3</b></p>	<p><b>Answer the main HR phone line and direct customers to the appropriate resources or HR office.</b></p> <p>Greet visitors to the HR and Presidential Offices.</p> <p><b>Monitor guest traffic and greet internal and external customers directing to the HR and or the President’s offices.</b></p> <p>Provide project support for various HR projects, i.e., student employment resources, employee engagement initiatives.</p> <p><b>Assist with organizing HR-related events.</b></p> <p>Assist with PowerPoint presentation and materials for HR trainings.</p> <p><b>Retrieve and distribute daily mail for Human Resources.</b></p> <p>File all employee files and documents.</p> <p><b>Create employee files and labels.</b></p> <p>Copy and scan documents as needed.</p>	<p>Complete one year of college.</p> <p>Cumulative GPA of 3.0 or higher</p>	<p><a href="#">Click here</a> to apply for this job posting.</p> <p>Email your resume and class schedule to the Assistant Director of Human Resources at <a href="mailto:hr@sgsc.edu">hr@sgsc.edu</a></p>
<p><b>Student Tutors</b></p>	<p><b>Student Success – Tutoring (Douglas and Waycross Campuses)</b></p>	<p><b>10</b></p>	<p><b>Tutor students in both STEM and non-STEM subjects as determined by supervisor.</b></p> <p>Be able to develop and lead workshops in the center that will help students to succeed at SGSC.</p> <p><b>Pursue good professional working relationships with members of faculty and other staff to help enhance the Tutoring Centers profile and services.</b></p> <p>Complete tutor training provided by the Student Success Department.</p> <p><b>Complete other training provided by SGSC and the USG.</b></p> <p>Check students in and out of the center using Tutor Track when they come in for tutoring.</p> <p><b>Serve as desk assistant, which includes answering the phone, greeting, and assisting students, SGSC employees, and other guests</b></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><a href="#">Click here</a> to apply for this job posting.</p> <p>Email your resume and class schedule to the Senior Coordinator for Student Success at <a href="mailto:andrew.williams@sgsc.edu">andrew.williams@sgsc.edu</a></p>

			<p><b>as needed.</b></p> <p>Regularly monitor the upstairs study rooms to offer tutoring services and make sure students have the resources they need.</p> <p><b>Conduct tours of the center and be able to direct students as well as other guests to different SGSC student services throughout the campus.</b></p> <p>Provide office support including typing, data entry, copying, filing, preparing and/or hanging flyers or bulletin boards, and other support as needed.</p> <p><b>Assists in maintaining departmental inventory supplies and records.</b></p> <p>Assists with campus activities which may include events that are not during the regular college operating hours.</p> <p><b>Reports to work as scheduled by immediate supervisor.</b></p> <p>Performs other job-related duties as assigned by the supervisor</p>		
Desk Assistants/FWS	<p><b>Housing Department Douglas Campus</b></p> <p><b>This is a Position of Trust.</b></p>	9	<p>Provide a customer service environment when interacting with students, families, guests, and College personnel.</p> <p><b>Attend and participate in all trainings and meetings, including scheduling meetings.</b></p> <p>Positively represent the Department of Residence Life and Housing</p> <p><b>Staff the Area Office and/or Night Desk in varying shifts from 10 AM-12 AM.</b></p> <p>Provide and complete an accurate log of keys, equipment, packages, and other items.</p> <p><b>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.</b></p> <p>Keep Lobby/Front Desk organized and clean while informing supervisor of any</p>		<p><a href="#">Click here</a> to apply for this job posting.</p> <p>Email your resume and class schedule to the Residence Life Specialist at <a href="mailto:shanice.moody@sgsc.edu">shanice.moody@sgsc.edu</a></p>

			<p>items needed.</p> <p><b>Distribute residential mail and packages which includes but is not limited to placing mail in mailroom; logging packages.</b></p> <p>Assist in emergency situations as directed by any member of the Department of Residence Life and Housing.</p> <p><b>Enforce and support all residence hall and college policies including documenting policy violators.</b></p> <p>Other duties as assigned</p>		
<p><b>Student Assistants/FWS</b></p>	<p><b>Student Success – Student Engagement</b></p> <p><b>Three (3) Waycross</b></p> <p><b>Three (3) Douglas Campuses</b></p>	<p><b>6</b></p>	<p><b>Collaborating with student organizations and clubs to plan and organize events, such as social gatherings, fundraisers, and workshops.</b></p> <p>Assisting in the promotion and marketing of student activities through various channels, such as social media, posters, and campus announcements.</p> <p><b>Providing logistical support for events, including setting up and tearing down equipment, arranging seating, and ensuring necessary supplies are available.</b></p> <p>Assisting with event registration, ticket sales, and managing attendee lists.</p> <p><b>Coordinating with campus facilities and vendors to secure event spaces, equipment, and catering services.</b></p> <p>Assisting in the recruitment and training of volunteers to support student activities.</p> <p><b>Maintaining accurate records and documentation related to student activities, including attendance, budgets, and evaluations.</b></p> <p>Collaborating with campus staff and faculty to ensure student activities align with college policies and guidelines.</p> <p><b>Providing excellent customer service to students, staff, and faculty</b></p>		<p><a href="#">Click here</a> to apply for this job posting.</p> <p>Email your resume and class schedule to the Coordinator for Student Engagement &amp; Success at <a href="mailto:stacey.hill@sgsc.edu">stacey.hill@sgsc.edu</a>.</p>

			<p><b>attending or participating in student activities.</b></p> <p>Assisting with other duties as assigned by the supervisor or coordinator of student activities.</p>		
<p><b>Student Assistants/FWS</b></p>	<p><b>Student Success – Clower Center</b></p> <p><b>Douglas Campus</b></p>	<p><b>11</b></p>	<p><b>Responsible for covering assigned shifts.</b></p> <p>Supervises the distribution of Clower Center equipment.</p> <p><b>Responsible for the collection of IDs for the use of equipment and games and completing all necessary paperwork.</b></p> <p>Responsible for the opening or closing of the Clower Center.</p> <p><b>Maintain and keep inventory of all games and equipment.</b></p> <p>Maintains the security of the Clower Center while on duty.</p> <p><b>Greets and receives patrons in a polite and courteous manner.</b></p> <p>Organizes and maintains cleanliness of work area.</p> <p><b>Reviews and updates all material on Clower Center bulletin board.</b></p> <p>Stay up to date on campus events.</p> <p><b>Assist with various student events.</b></p> <p>Assist with intramural events.</p> <p><b>Pick up and distribute student mail.</b></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>		<p><a href="#">Click here</a> to apply for this position.</p> <p>Email your resume and class schedule to the Coordinator for Student Engagement &amp; Success at <a href="mailto:Stacey.hill@sgsc.edu">Stacey.hill@sgsc.edu</a>.</p>

<p><b>Student Assistant/FWS</b></p>	<p><b>Information Technology Department (IT)</b></p> <p><b>(1) Waycross Campus</b> <b>(1) Douglas Campus</b></p> <p><b>This is a Position of Trust.</b></p>	<p><b>2</b></p>	<p>Answer the IT department line and provide student login assistance.</p> <p><b>Provide support with setting up computers and troubleshooting classroom issues.</b></p> <p>Assist with organizing equipment.</p> <p><b>Assist with setting up equipment for campus events.</b></p> <p>Perform other job-related duties as assigned.</p>		<p><a href="#">Click here</a> to apply for this job posting.</p> <p>Email your resume and class schedule to the Instructional Technology Support Specialist at <a href="mailto:susan.brantley@sgsc.edu">susan.brantley@sgsc.edu</a>.</p>
<p><b>Student Assistant/FWS</b></p>	<p><b>Bookstore</b></p> <p><b>Douglas Campus</b></p> <p><b>This is a Position of Trust</b></p>	<p><b>2</b></p>	<p>Assist with the daily operations at the bookstore and at the concession stands when needed.</p> <p><b>Provide outstanding customer experience.</b></p> <p>Cash Handling - Operating a point-of-sale system, accepting payments.</p> <p><b>Sanitation – Following food safety handling and sanitation procedures.</b></p> <p>Cleaning – Clean, maintain and organize all areas in the bookstore and at the concession stand area.</p> <p><b>Inventory Management – Assessing inventory, restocking items, and preparing product orders, recommending appropriate purchases.</b></p> <p>Professionalism: Maintaining proper grooming a dress code standard.</p>	<p>Multitasking – Ability to multitask.</p> <p>Collaboration – Working well on a team.</p> <p>Attention to detail – following directions and company policies.</p>	<p><a href="#">Click here</a> to apply for this job posting.</p> <p>Email your resume and class schedule to the Bookstore Manager at <a href="mailto:daphne.french@sgsc.edu">daphne.french@sgsc.edu</a>.</p>

Student Assistant/FWS	Angel Brady Library Douglas Campus	2	Assist patrons at the circulations front desk.  <b>Assistance with coverage at the desk and for special projects as needed for library functions.</b>		<a href="#">Click here</a> to apply for this job posting.  Email your resume and class schedule to the Circulation Manager at <a href="mailto:angel.brady@sgsc.edu">angel.brady@sgsc.edu</a> .
Student Assistant/FWS	Sonja McCulloch Police Department Douglas Campus	2	They are responsible for greeting customers in person and via phone.  <b>They assist in distributing parking decals and help to enforce parking violations.</b>  After citations have been written the student may enter them into the parking database.  <b>They often make deliveries and pick up packages as needed.</b>  They create programming materials for the department and then put them out campus wide. Later, they pick them up.  <b>They assist in keeping the workplace clean.</b>  Assist with the cleanliness of golf carts.  <b>May assist with monthly fire extinguisher checks.</b>		<a href="#">Click here</a> to apply for this job posting.  Email your resume and class schedule to the Police Chief at <a href="mailto:sonja.mcculloch@sgsc.edu">sonja.mcculloch@sgsc.edu</a>
Student Assistant/FWS	Mike Stone Physical Plant Douglas Campus	3	Assisting custodial duties:  <b>Take out trash and replace trash cans with liners on all floors and study rooms, keep trash closets clean.</b>  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.  <b>Keep laundry room clean. Pick up all dryer sheets and make sure all dryer lint filters are cleaned out</b>  Tiger I & Tiger II lobby areas (1st floor): Keep these areas always cleaned.		<a href="#">Click here</a> to apply for this job posting.  Email your resume and class schedule to the Assistant Director of Facilities at <a href="mailto:mike.stone@sgsc.edu">mike.stone@sgsc.edu</a> .

			Clean windows, vacuum entrance rugs, clean and wipe down tables, chairs, and all counter tops.		
Student Assistant/FWS	Mike Stone Physical Plant Douglas Campus	3	Assist in delivering campus packages.  <b>Assist in moving furniture as needed.</b>  Assist with campus wide set-ups for events.		<a href="#">Click here</a> to apply for this job posting.  Email your resume and class schedule to the Assistant Director of Facilities at <a href="mailto:mike.stone@sgsc.edu">mike.stone@sgsc.edu</a> .
Student Assistant/FWS	Mike Stone Physical Plant Douglas Campus	4	<b>Pick up pinecones on campus.</b>  Assist in greasing equipment (such as lawn mowers and tractors).  <b>Sweep shop out (cleaning of maintenance and grounds shop).</b>  Assist in trimming hedges on campus.  <b>Pick up trash campus wide (such as parking lots and exterior building trash cans).</b>		<a href="#">Click here</a> to apply for this job posting.  Email your resume and class schedule to the Assistant Director of Facilities at <a href="mailto:mike.stone@sgsc.edu">mike.stone@sgsc.edu</a> .
Student Assistant/FWS	Mike Stone Physical Plant Douglas Campus	2	Assist in washing campus vehicles (which includes Campus Police vehicles, campus vans, and campus minibuses).  <b>Cleaning and washing campus golf carts.</b> <b>Assist the custodian department in washing building entrance rugs.</b>		<a href="#">Click here</a> to apply for this job posting.  Email your resume and class schedule to the Assistant Director of Facilities at <a href="mailto:mike.stone@sgsc.edu">mike.stone@sgsc.edu</a> .



<p><b>Student Assistant/FWS</b></p>	<p><b>Jo Anne Jones SGSC Entry Program at Valdosta State University</b></p>	<p><b>2</b></p>	<p>Answer phones for Entry Program.</p> <p><b>Greeting and Assisting walk-ins to the Front Office.</b> Assisting Staff and Faculty members at Entry Program with tasks.</p> <p><b>Scanning and Indexing documents.</b> Copying and shredding.</p> <p><b>Organizing and refilling office supplies.</b> Assisting in keeping office clean and tidy.</p> <p><b>Completing other tasks assigned by supervisor(s).</b></p>	<p><b>Requirements</b></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><a href="#">Click here</a> to apply to this job posting.</p> <p>Email your resume and class schedule to the Assistant Director of the Entry Program at <a href="mailto:joanne.jones@sgsc.edu">joanne.jones@sgsc.edu</a></p>
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