



# Student Employment Positions

POSITION	OFFICE/LOCATION	# OF POSITIONS AVAILABLE	DUTIES	REQUIREMENTS	HOW TO APPLY
<b>Resident Assistant (RA)</b>	<b>Tiger 1 and 2/Student Success (Douglas Campus)</b>  <b>This is a Position of Trust.</b>	<b>6</b>	<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>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>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>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>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>	<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>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>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>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, 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>	
<b>Desk Assistants/FWS</b>	<p><b>Housing Department Douglas Campus</b></p> <p><b>This is a Position of Trust.</b></p>	<b>9</b>	<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><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>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>		
<p><b>Student Assistants/FWS</b></p>	<p><b>Student Success – Student Engagement</b></p> <p><b>Waycross and Douglas Campuses</b></p>	<p><b>17</b></p>	<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><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>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>		
<b>Student Assistant/FWS</b>	<b>Information Technology Department (IT)</b>  <b>Waycross Campus</b>  <b>This is a Position of Trust.</b>	<b>2</b>	Provide Client Support Campuswide.		<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:suzie.brown@sgsc.edu">suzie.brown@sgsc.edu</a>.</p>
<b>Student Assistant/FWS</b>	<b>Bookstore</b>  <b>Douglas Campus</b>  <b>This is a Position of Trust</b>	<b>2</b>	Assist with the daily operations at the bookstore and at the concession stands when needed.		<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>

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

			<p>Tiger I &amp; 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>		
<b>Student Assistant/FWS</b>	<b>Mike Stone Physical Plant Douglas Campus</b>	<b>3</b>	<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><a href="#">Click here</a> to apply for this job posting.</p> <p>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>	<b>Mike Stone Physical Plant Douglas Campus</b>	<b>4</b>	<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><a href="#">Click here</a> to apply for this job posting.</p> <p>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>	<b>Mike Stone Physical Plant Douglas Campus</b>	<b>2</b>	<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><a href="#">Click here</a> to apply for this job posting.</p> <p>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>