



Student Employment Positions

POSITION	OFFICE/LOCATION	# OF POSITIONS AVAILABLE	DUTIES	REQUIREMENTS	HOW TO APPLY
Resident Assistant (RA)	Tiger 1 and 2/Student Success (Douglas Campus)	6	<ul style="list-style-type: none"> Assisting in the opening of the residence halls before the semester or quarter begins and closing it up after it ends. Relaying information about your institution's policies and procedures to residents. Attending or leading weekly RA staff meetings. Holding regular floor meetings with residents. Sharing information about the residence hall, campus activities and available resources on bulletin boards, online forums, social media, or flyers and in person. Understanding that you will be on call during the evening hours and weekends. Oversee Desk Assistants in Housing I.E.. visitation policy (signing guests in/out) Fills in at front desks in Tiger Villages when needed. Reports maintenance issues for residents and conduct issues to professional staff. 	<ul style="list-style-type: none"> Lives on the assigned floor of their residence hall Understand you may be on call during the evening hours and weekends Completed at least one semester at SGSC prior to their hiring Satisfactory student conduct record with the College Cumulative and semester GPA of 2.5 or higher 	<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.merritt@sgsc.edu</p>

Front Desk Assistant (Fall Semester)	Human Resources/Thrash Hall (Douglas Campus)	2	Provide administrative support, assist in data entry, and special projects.	<ul style="list-style-type: none">• An interest in growing their skills in support of the Human Resources department and functions.• Two years of college/sophomore	Click here to apply for this job posting. Email your resume and class schedule to the Assistant Director of Human Resources at hr@sgsc.edu
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