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** | * 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.
 | * 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
 | [Click here to apply for this job posting](https://federation.ngwebsolutions.com/idp/startSSO.ping?PartnerSpId=sgscLdap&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f67cb9f34-306f-4a35-a9d7-9156ce476e98).Email your resume and class schedule to the Coordinator of Residence Life and Housing for Student Success at brandi.merritt@sgsc.edu |
| **Front Desk Assistant****(Fall Semester)** | **Human Resources/Thrash Hall****(Douglas Campus)** | **2** | Provide administrative support, assist in data entry, and special projects. | * 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.](https://federation.ngwebsolutions.com/idp/startSSO.ping?PartnerSpId=sgscLdap&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f0cee77b1-66ba-40d6-862e-47487528bab9)Email your resume and class schedule to the Assistant Director of Human Resources at hr@sgsc.edu  |