



Student Employment Positions

POSITION	OFFICE/LOCATION	# OF POSITIONS AVAILABLE	DUTIES	REQUIREMENTS	HOW TO APPLY
Resident Assistant (RA)	<p>Tiger 1 and 2 Housing Department (Douglas Campus)</p> <p>This is a Position of Trust.</p>	Filled	<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>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>

<p>Student Assistant/ FWS</p>	<p>Human Resources/Thrash Hall (Douglas Campus)</p> <p>This is a Position of Trust.</p>	<p>3</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>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>Student Tutors</p>	<p>Student Success – Tutoring (Douglas and Waycross Campuses)</p>	<p>10</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</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>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, 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	<p>Housing Department Douglas Campus</p> <p>This is a Position of Trust.</p>	9	<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</p>		<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>

			<p>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>		
<p>Student Assistants/FWS</p>	<p>Student Success – Student Engagement</p> <p>Three (3) Waycross</p> <p>Three (3) Douglas Campuses</p>	<p>6</p>	<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</p>		<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>

			<p>attending or participating in student activities.</p> <p>Assisting with other duties as assigned by the supervisor or coordinator of student activities.</p>	
<p>Student Assistants/FWS</p>	<p>Student Success – Clower Center</p> <p>Douglas Campus</p>	<p>11</p>	<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> <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>	<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>Student Assistant/FWS</p>	<p>Information Technology Department (IT)</p> <p>(1) Waycross Campus (1) Douglas Campus</p> <p>This is a Position of Trust.</p>	<p>2</p>	<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 susan.brantley@sgsc.edu.</p>
<p>Student Assistant/FWS</p>	<p>Bookstore</p> <p>Douglas Campus</p> <p>This is a Position of Trust</p>	<p>2</p>	<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 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>	<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>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>

Student Assistant/FWS	Angel Brady Library Douglas Campus	2	Assist patrons at the circulations front desk. Assistance with coverage at the desk and for special projects as needed for library functions.		Click here to apply for this job posting. Email your resume and class schedule to the Circulation Manager at angel.brady@sgsc.edu .
Student Assistant/FWS	Sonja McCulloch Police Department Douglas Campus	2	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.		Click here to apply for this job posting. Email your resume and class schedule to the Police Chief at sonja.mcculloch@sgsc.edu
Student Assistant/FWS	Mike Stone Physical Plant Douglas Campus	3	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 Tiger I & Tiger II lobby areas (1st floor): Keep these areas always cleaned.		Click here to apply for this job posting. Email your resume and class schedule to the Assistant Director of Facilities at mike.stone@sgsc.edu .

			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. Assist in moving furniture as needed. Assist with campus wide set-ups for events.		Click here to apply for this job posting. Email your resume and class schedule to the Assistant Director of Facilities at mike.stone@sgsc.edu .
Student Assistant/FWS	Mike Stone Physical Plant Douglas Campus	4	Pick up pinecones on campus. Assist in greasing equipment (such as lawn mowers and tractors). Sweep shop out (cleaning of maintenance and grounds shop). Assist in trimming hedges on campus. Pick up trash campus wide (such as parking lots and exterior building trash cans).		Click here to apply for this job posting. Email your resume and class schedule to the Assistant Director of Facilities at mike.stone@sgsc.edu .
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). Cleaning and washing campus golf carts. Assist the custodian department in washing building entrance rugs.		Click here to apply for this job posting. Email your resume and class schedule to the Assistant Director of Facilities at mike.stone@sgsc.edu .

<p>Student Assistant/FWS</p>	<p>Jo Anne Jones SGSC Entry Program at Valdosta State University</p>	<p>2</p>	<p>Answer phones for Entry Program.</p> <p>Greeting and Assisting walk-ins to the Front Office. Assisting Staff and Faculty members at Entry Program with tasks.</p> <p>Scanning and Indexing documents. Copying and shredding.</p> <p>Organizing and refilling office supplies. 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>
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