



Student Employment Positions

POSITION	OFFICE/LOCATION	# OF POSITIONS AVAILABLE	DUTIES	REQUIREMENTS	HOW TO APPLY
Lifeguard	Aquatic Center/Swimming (Douglas Campus)	4	Lifeguards work in the pool and the pool area for the safety of the swimmers. Provide services to the lap swimmers that come to the pool. Give students timely and courteous service.	<ul style="list-style-type: none"> • Must be certified lifeguard • Communicate: Let supervisor know in advance about days you need off 	Email your resume and class schedule to martha.morgan@sgsc.edu
Desk Assistant (D.A)	Tiger 1 and 2/Student Success (Douglas Campus)	8	Assist their group of residents in developing their community, help engage their residents in campus life and make student referrals to offices on campus as needed. Be a team player, plan and promote activities and programs that meet the needs of their residents. They are also responsible for initially working with students who choose to violate the College's policies.	<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 	Email your resume and class schedule to the Residence Life Specialist for Student Success at sandra.adams@sgsc.edu
Front Desk Assistant (Fall Semester)	Human Resources/Thrash Hall (Douglas Campus)	1	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 	Email your resume and class schedule to the Assistant Director of Human Resources at hr@sgsc.edu

Registrar (Fall Semester)	Registrar's Office/Engram Hall (Douglas Campus)	2	Provide administrative support, assist in data entry, special projects, and customer service (walk-up traffic and phones).	<ul style="list-style-type: none"> • Eligible for Federal Work Study (Check with Financial Aid Office) • Must have a GPA of at least 2.5 or higher 	Email your resume and class schedule to kanicee.griffis@sgsc.edu
Library Assistant (Fall Semester)	William S. Smith Library (Douglas Campus)	2	Assists patrons at the Circulations Desk and Information Desk. Answer directional and informational questions. Search for and retrieve library materials. Monitor the patron count each hour.	<ul style="list-style-type: none"> • Eligible for Federal Work Study. (Contact Financial Aid Office) • Must have a GPA of at least 2.5 • Will train 	Email your resume and class schedule to mary.rootes@sgsc.edu
Student Assistant	Police Department (Douglas Campus)	1	<p>The student employee must have effective writing, verbal communication, and Microsoft Office skills. Student employees must have a high level of integrity as they may come into contact with confidential information. The student may serve as the first point of contact for the office, perform clerical duties, run errands on campus and assist with special projects and other duties as assigned.</p> <p>The weekly schedule will be assigned by the supervisor in conjunction with the student's class schedule. The work schedule is subject to change between semesters or as needed. Students are not to work during scheduled class time, even if class is cancelled or dismissed early.</p>	<ul style="list-style-type: none"> • Must be enrolled in at least 6 credit hours at all times. • GPA 2.0 • Resume • Cover Letter • Class Schedule 	Email your resume and class schedule to Sonja.mcculloch@sgsc.edu

Student Assistant	VSU Entry Program	2	<p>The student employee must have effective writing, verbal communication, and Microsoft Office skills. Student employees must have a high level of integrity as they may come into contact with confidential information. The student may serve as the first point of contact for the office, perform clerical duties, run errands on campus and assist with special projects and other duties as assigned.</p> <p>The weekly schedule will be assigned by the supervisor in conjunction with the student's class schedule. The work schedule is subject to change between semesters or as needed. Students are not to work during scheduled class time, even if class is cancelled or dismissed early.</p>	<ul style="list-style-type: none"> • Must be enrolled in at least 6 credit hours at all times. • GPA 2.0 • Resume • Cover Letter • Class Schedule 	<p>Email your resume and class schedule to joanne.jones@sgsc.edu</p>
Student Assistant	Student Success (Douglas)	1	<p>This position assists Student Success staff in a variety of duties. The student worker will help to greet students in Powell Hall, help answer general questions about campus resources and Student Success services, and refer students to the appropriate Student Success staff member. The student worker will be expected to help monitor study room usage and assist students as needed. The student worker will help Student Success staff in connecting with students by assisting with events on campus or online, making phone calls to students, and/or scheduling appointments.</p>	<ul style="list-style-type: none"> • Must be enrolled in at least 6 credit hours at all times. • GPA 2.0 • Resume • Cover Letter • Class Schedule 	<p>Email your resume and class schedule to brandi.elliott@sgsc.edu</p>

Student Assistant	Athletics (Baseball)	12	Field/gym maintenance Weight room supervision Gym supervision Athletic laundry Grounds for athletic fields maintenance Weight room wipe down equipment Field paint maintenance Custodial services for athletic facilities Games set-up and break-down Travel set-up and break-down	<ul style="list-style-type: none"> • Must be enrolled in at least 6 credit hours at all times. • GPA 2.0 • Resume • Cover Letter • Class Schedule 	Email your resume and class schedule to martha.morgan@sgsc.edu
Student Assistant	Athletics (Basketball)	20	Field/gym maintenance Weight room supervision Gym supervision Athletic laundry Grounds for athletic fields maintenance Weight room wipe down equipment Field paint maintenance Custodial services for athletic facilities Games set-up and break-down Travel set-up and break-down	<ul style="list-style-type: none"> • Must be enrolled in at least 6 credit hours at all times. • GPA 2.0 • Resume • Cover Letter • Class Schedule 	Email your resume and class schedule to martha.morgan@sgsc.edu
Student Assistant	Athletics (Softball)	7	Field/gym maintenance Weight room supervision Gym supervision Athletic laundry Grounds for athletic fields maintenance Weight room wipe down equipment Field paint maintenance Custodial services for athletic facilities Games set-up and break-down Travel set-up and break-down	<ul style="list-style-type: none"> • Must be enrolled in at least 6 credit hours at all times. • GPA 2.0 • Resume • Cover Letter • Class Schedule 	Email your resume and class schedule to martha.morgan@sgsc.edu

Peer Tutor	Academic Success (Douglas Campus)	6	<p>The student employee must have effective writing, verbal communication, and Microsoft Office skills. Student employees must have a high level of integrity as they may come into contact with confidential information. The student may serve as the first point of contact for the office, perform clerical duties, run errands on campus and assist with special projects and other duties as assigned.</p> <p>The weekly schedule will be assigned by the supervisor in conjunction with the student's class schedule. The work schedule is subject to change between semesters or as needed. Students are not to work during scheduled class time, even if class is cancelled or dismissed early.</p>	<ul style="list-style-type: none"> • Must be enrolled in at least 6 credit hours at all times • GPA 3.0 or higher • Grade of A in subject area/course to be tutored 	<p>Email your resume and class schedule to kim.sutliff@sgsc.edu</p>
Peer Tutor	Academic Success (Waycross Campus)	6	<p>The student employee must have effective writing, verbal communication, and Microsoft Office skills. Student employees must have a high level of integrity as they may come into contact with confidential information. The student may serve as the first point of contact for the office, perform clerical duties, run errands on campus and assist with special projects and other duties as assigned.</p> <p>The weekly schedule will be assigned by the supervisor in conjunction with the student's class schedule. The</p>	<ul style="list-style-type: none"> • Must be enrolled in at least 6 credit hours at all times • GPA 3.0 or higher • Grade of A in subject area/course to be tutored 	<p>Email your resume and class schedule to sarah.braswell@sgsc.edu</p>

			<p>work schedule is subject to change between semesters or as needed. Students are not to work during scheduled class time, even if class is cancelled or dismissed early.</p>		
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