SOUTH GEORGIA STATE COLLEGE

Student Employment Positions

OFFICE/LOCATION	# OF POSITIONS AVAILABLE	DUTIES	REQUIREMENTS	HOW TO APPLY
Aquatic Center/Swimming **Douglas Campus (1)**	**1**	Lifeguards work in the pool and 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.	• Must be certified lifeguard • Must be enrolled in 6 or more credits • American Red Cross Lifeguarding/First Aid/CPR/AED (or equivalent) • Ability to remain alert and attentive for extended periods	Click here to apply for this job posting. Email your resume and class schedule to kevin.williams@sgsc.edu
Wellness Center **Douglas Campus (1)**	**0**	The Student Worker is responsible for assisting in the daily operations of the Wellness Center at South Georgia State College. This includes opening and closing the facility, monitoring usage, ensuring adherence to safety protocols, and providing a welcoming and supportive environment for students, faculty, and staff.	• Must be a currently enrolled student • Ability to work independently and follow procedures. • CPR/First Aid certification (preferred but not required; may be provided).	Click here to apply for this job posting. Email your resume and class schedule to kevin.williams@sgsc.edu
Desk Assistants **Tiger 1 and 2** **Douglas Campus (10)**	**2**	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.	• 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. Email your resume and class schedule to the Residence Life Specialist for Student Success at shanice.moody@sgsc.edu

Last Updated 11/10/26

Human Resources/Thrash Hall Douglas Campus (2)	**1**	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. • Clerical Duties experiences • Customer Service Skills	Click here to apply for this job posting. Email your resume and class schedule to Human Resources at hr@sgsc.edu
Human Resources Student Assistant Wellness Program (1)	**0**	Assist with planning and coordinating wellness activities (e.g. Yoga, Zumba, and wellness workshops) Coordinate and support the organizing of "brown bag" lunch sessions and EAP training events Assist with the set up and break down materials for wellness program events Track participants and gather feedback from attendees Assist the Wellness Committee with program planning and outreach efforts	• Enrolled in 6 or more credit hours • Interest in Health Education, Wellness, or Fitness • Detailed oriented • Event Planning • Administrative support	Click here to apply for this job posting. Email your resume and class schedule to Human Resources at hr@sgsc.edu
Campus Recreation/Intramural Sports (2)	**0**	Seeking enthusiastic and responsible student workers to assist with the management and operation of the intramural sports programs.	• Event Coordination • Game Management • Customer Service • Administrative Support • Safety and Compliance	Click here to apply for this job posting. Email your resume and class schedule to the Student Success Specialist/Assistant Basketball Coach at kevin.williams@sgsc.edu
Off Campus Work Study at Family Connection College Intern		The Family Connection College Intern provides administrative, organizational, program, and event support to Coffee County Family Connection. The intern will assist with the day-to-day operations of Family Connection while supporting programs, meetings, community events, and special initiatives that benefit children, youth, and families throughout Coffee County.	• Administrative & Clerical Support • Event Planning & Facilitation • Community Engagement & Service • Program & Organizational Support	Click here to apply for this job posting. Email your resume and class Schedule to the Financial Aid Advisor at ramona.thomas@sgsc.edu.

Resident Assistant (RA) **Tiger 1 and 2** **Douglas Campus (4)** **This is a Position of Trust – background check required**	**0**	Assist in the opening of the residence halls before the semester begins and closing it up after it ends. Relaying information about institution policies and procedures to residents. Attending 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. (in rotation with other R.A.s) Fills in at front desks in Tiger Villages when needed. Reports maintenance issues for residents and conduct issues to professional staff. Plan and implement in-hall programming for residents.	• Lives on the assigned floor of their residence hall • Understand, you will be on call during the evening hours and weekends. (in rotation with other R.A.s) • 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. Email your resume to the Dean of Students and Housing for Student Success at sandra.adams@sgsc.edu

Registrar's Office/Engram Hall **Douglas Campus (2)**	**0**	Provide administrative support, assist in data entry, special projects, and customer service (walk-up traffic and phones).	• Eligible for Federal Work Study (Check with Financial Aid Office) • Must have a GPA of at least 2.5 or higher	Click here to apply for this job posting. Email your resume and class schedule to kanicee.griffis@sgsc.edu
Library **Douglas Campus (3)** **Waycross Campus (3)**	**0**	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.	• Eligible for Federal Work Study (Contact Financial Aid Office) • Must have a GPA of at least 2.5 • Will train	Click here to apply for this job posting. Email your resume and class schedule to lynn.kelly@sgsc.edu
Police Department **Douglas Campus (2)** **Waycross Campus (1)**	**0**	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. 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.	• Must be enrolled in at least 6 credit hours at all times. • GPA 2.0 • Resume • Cover Letter • Class Schedule	Click here to apply for this job posting. Email your resume and class schedule to Sonja.mcculloch@sgsc.edu

VSU Entry Program (2)	**2**	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. 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.	• Must be enrolled in at least 6 credit hours at all times. • GPA 2.0 • Resume • Cover Letter • Class Schedule	Click here to apply for this job posting. **Email your resume and class schedule to joanne.jones@sgsc.edu**
Athletics (Baseball) 7	**2**	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	• Must be enrolled in at least 6 credit hours at all times. • GPA 2.0 • Resume • Cover Letter • Class Schedule	Click here to apply for this job posting. **Email your resume and class schedule to jeff.timothy@sgsc.edu**

Athletics (Basketball) 10	**3**	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	• Must be enrolled in at least 6 credit hours at all times. • GPA 2.0 • Resume • Cover Letter • Class Schedule	Click here to apply for this job posting. **Email your resume and class schedule to cory.baldwin@sgsc.edu**
Athletics (Softball) 6	**1**	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	• Must be enrolled in at least 6 credit hours at all times. • GPA 2.0 • Resume • Cover Letter • Class Schedule	Click here to apply for this job posting. **Email your resume and class schedule to taylor.parker@sgsc.edu**
Athletics (Soccer) 6	**6**	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	• Must be enrolled in at least 6 credit hours at all times. • GPA 2.0 • Resume • Cover Letter • Class Schedule	Click here to apply for this job posting. **Email your resume and class schedule to lisa.gonzalez@sgsc.edu**

Academic Success (Douglas Campus) 3	**0**	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. 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.	• 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	Click Here to apply for this job posting. **Email your resume and class schedule to andrew.williams@sgsc.edu**
Academic Success Desk Assistant (Douglas Campus) 3	**2**	Assist in checking students into Powell Hall study rooms and scheduling tutoring sessions. Help engage students in Campus Life and communication with faculty and staff. Help connect students with resources on campus and refer students to staff as needed. Make sure students are following campus and Success Center policies.	• Must be able to use Microsoft Office • Able to communicate effectively both over the phone and email • 2 faculty or staff references • Completed at least one semester at SGSC prior to hiring • Satisfactory student conduct record with SGSC • Cumulative and semester GPA 2.5 or higher	Click Here to apply for this job posting. **Email your resume and class schedule to andrew.williams@sgsc.edu**

Academic Success (Waycross Campus) 1	**0**	The student employees 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. 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.	• 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	Click Here to apply for this job posting. **Email your resume and class schedule to andrew.williams@sgsc.edu**
Bookstore **Douglas Campus (2)** **This is a Position of Trust – background check required**	**2**	Assist with the daily operations at the bookstore and at the concession stands when needed. **Provide outstanding customer experience.** Cash Handling - Operating a point-of-sale system, accepting payments. **Sanitation – Following food safety handling and sanitation procedures.** Cleaning – Clean, maintain and organize all areas in the bookstore and at the concession stand area. **Inventory Management – Assessing inventory, restocking items, and preparing product orders, recommending appropriate purchases.** Professionalism: Maintaining proper grooming a dress code standard.	**Requirement** Multitasking – Ability to multitask. Collaboration – Working well on a team. Attention to detail – following directions and company policies	Click here to apply for this job posting. Email your resume and class schedule to the Bookstore Manager at daphne.french@sgsc.edu

Student Engagement **Waycross (2)** **Douglas (2)**	**4**	**Collaborating with student organizations and clubs to plan and organize events, such as social gatherings, fundraisers, and workshops.** Assisting in the promotion and marketing of student activities through various channels, such as social media, posters, and campus announcements. **Providing logistical support for events, including setting up and tearing down equipment, arranging seating, and ensuring necessary supplies are available.** Assisting with event registration, ticket sales, and managing attendee lists. **Coordinating with campus facilities and vendors to secure event spaces, equipment, and catering services.** Assisting in the recruitment and training of volunteers to support student activities. **Maintaining accurate records and documentation related to student activities, including attendance, budgets, and evaluations.** Collaborating with campus staff and faculty to ensure student activities align with college policies and guidelines.	**Requirements** Must be always enrolled in at least 6 credit hours.	Click here **to apply for this position.** **Then,** **Email your resume and class schedule to the Coordinator for Student Engagement & Success at stacey.hill@sgsc.edu**

Clower Center **Douglas Campus (6)**	**0**	**Responsible for covering assigned shifts.** Supervises the distribution of Clower Center equipment. **Responsible for the collection of IDs for the use of equipment and games and completing all necessary paperwork.** Responsible for the opening or closing of the Clower Center. **Maintain and keep inventory of all games and equipment.** Maintains the security of the Clower Center while on duty. **Greets and receives patrons in a polite and courteous manner.** Organizes and maintains cleanliness of work area. **And more.**	**Requirements** Must be always enrolled in at least 6 credit hours.	Click here **to apply for this position** **Email your resume and class schedule to the Coordinator for Student Engagement & Success at stacey.hill@sgsc.edu**
Information Technology **This is a Position of Trust – requires background check.** **Waycross (1)** **Douglas (1)**	**0**	Answer the IT department line and provide student login assistance. **Provide support with setting up computers and troubleshooting classroom issues.** Assist with organizing equipment. **Assist with setting up equipment for campus events.** Perform other job-related duties as assigned.	**Requirements** **Must be enrolled in at least 6 credit hours.**	Click here to apply for this job posting. Email your resume and class schedule to the Director of Information Technology at suzie.brown@sgsc.edu

Physical Plant **Douglas Campus (6)**	**6**	Assisting custodial duties. Assist in delivering campus packages. Assist in moving furniture as needed. Assist with campus wide set-ups for events. Assist in washing campus vehicles (which includes Campus Police vehicles, campus vans, and campus minibuses). Other duties as assigned	**Requirements** Must be always enrolled in at least 6 credit hours.	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 Recruitment **Douglas Campus (1)** **Waycross Campus**	**0**	Perform basic office duties. Participate in student recruitment programs and events. Willingness to work flexible hours if such hours do not interfere with class schedules, testing periods or school “break” days. Willingness to adjust to changing work assignments when requested by supervisors. Able to lift to thirty (30) pounds and perform duties deemed necessary by the supervisor.	Knowledge to support basic office duties and professional telephone skills. Proficient in Microsoft programs and other apps to support the development of marketing and communication documents. Confidence in presenting SGSC recruitment information to high school students, SGSC student groups and community partners. Ability to communicate effectively both verbally and in writing. Understanding of teamwork to best support	Click here to apply for this job. Email your resume and class schedule to the Dr. Jimmy Harper at jamica.coates@sgsc.edu

			success of the Recruitment Team and other SGSC departments and staff. Ability to guide campus tours for students and adults visiting SGSC campuses.	
Nursing Simulation Lab **Douglas Campus (0)** **Waycross Campus (1)**	**0**	The Student Worker in the Nursing Simulation Lab provides support to faculty, staff, and students by assisting with daily operations of the lab. This position helps prepare and maintain the learning environment, ensures equipment and supplies are available, and contributes to the smooth delivery of simulation-based education.	Currently enrolled as student with a minimum of 6 credit hours per semester Interest in medical simulation is preferred. Basic computer skills and willingness to learn simulation software Strong communication, teamwork, and organizational skills Ability to follow directions, maintain confidentiality, and act professionally Minimum 2.0 GPA	Click here to apply for this job. Email your resume and class schedule to the Dean of the College of Nursing at tonya.jewell@sgsc.edu

Lab Safety & Outreach Assistant **Douglas Campus (2)** **Waycross Campus (1)**	**0**	As the Lab Safety & Outreach Assistant, you'll: Help keep labs safe by checking supplies (like PPE and other equipment), updating signs, and assisting with safety inspections. Help create and share safety resources (flyers, posters, digital reminders). Do light office work like data entry and inventory upkeep. Learn a lot along the way and bring your own ideas to SGSC! Assist with science outreach events – setting up, organizing, greeting guests, judging, and more. Pitch in with planning, scheduling, and keeping track of event details.	A current student at South Georgia State College who's responsible and eager to learn. Someone organized, detail-oriented, and willing to follow safety guidelines. Good communication skills No prior lab or outreach experience needed. 6-8 hours per week for Waycross, flexible with your class schedule. 10-12 hours per week for Douglas, flexible with your class schedule.	Click Here to apply for this job. Email your resume and class schedule to the Lab Safety & Outreach Coordinator at haleigh.feller@sgsc.edu