



SOUTH GEORGIA
STATE COLLEGE

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 hr@sgsc.edu
Resident Assistant (R.A)	Tiger 1 and 2/Student Success (Douglas Campus)	7	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	Human Resources/Thrash Hall (Douglas Campus)	3	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

Library Assistant (Summer Semester)	William S. Smith Library (Douglas Campus)	1	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 (Check with 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
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 (<u>Contact Financial Aid Office</u>) • Must have a GPA of at least 2.5 • Will train 	Email your resume and class schedule to mary.rootes@sgsc.edu