

<b><i>Job Title</i></b>	WORK STUDY ASSISTANT
<b><i>Department</i></b>	ON CAMPUS & OFF CAMPUS
<b><i>Reports To</i></b>	DEPARTMENT SUPERVISOR

**EMPLOYMENT TERMS:**

<i>Work-Study</i>
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**QUALIFICATIONS:**

<b><i>Education</i></b>	HIGH SCHOOL DIPLOMA OR GED
<b><i>Experience</i></b>	No experience required.
<b><i>Desirable Skills</i></b>	Must have effective communication skills.

**PRIMARY DUTIES:**

<p>Work Study assistants work in various positions on and off campus. Responsibilities for student employee include providing assistance and customer service to office visitors, staff, and faculty; as well as clerical and lab assistance as needed. Assists with other responsibilities as assigned by the department's or agency's supervisor.</p>
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**APPLICATION DEADLINE: Until filled**

<p>Applications are submitted through Augusta Technical College's Applicant Management System at <a href="http://www.augustatech.edu">www.augustatech.edu</a>.</p>
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**PRE-EMPLOYMENT SCREENING**

<p>Pre-Employment background checks are required. (Conducted by Augusta Technical College)</p>
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**CONTACT**

<p>Beverly Smyre Hines at 706.771.4149.</p>
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**SALARY**

<p>\$9.00 On-Campus \$9.25 Off-Campus</p>
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