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| **Work Study – Business Office Assistant** |
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| **Campus:** | Americus |
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| **Job Responsibilities** | The Business Office is seeking a work-study student who can type, file, distribute memos answer phone, make copies, scan documents etc.  |
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| **Requirements:** | * Must be enrolled **Summer Semester 2025** and enrolled in at least six (6) credit hours.
* Must be approved for **Federal Student Aid for the 2024-2025 and 2025-2026** award year.
* Must be eligible to participate in the Federal Work Study program.
* Must be making satisfactory academic progress.
* Must complete background check and/or credit check if applicable.
* Must complete State of Georgia employment paperwork from the Human Resources Office if hired.
* Paperwork *must* be completed *before* student starts work.
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| **Application Link:** | <https://www.easyhrweb.com/JC_SouthGATech/joblisting/joblistings.aspx>  |
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| **Background Requirements** | Candidates must pass a criminal background check |
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| **Compensation:** | The hourly rate for this position will be $10.00. |
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| **Hours:** | The individual may work up to a maximum of 20 hours per week depending upon his/her FWS eligibility. Working hours will be flexible to accommodate class schedule. Generally, two hours per day 4-5 days a week. No more than 225 hours per semester |
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| **Reports to:** | Accounting Director |
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| **Application Deadline:** | Until filled |
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| **Application Instructions:** | Please complete our **SGTC Application** on our website [**www.southgatech.edu**](http://www.southgatech.edu) access this by clicking on the link **Careers @ SGTC**. For further assistance call the **Human Resources Office** at (229) 931-2454 or (229) 931-2450 or by emailing Erika.Carrillo@southgatech.edu or Suzanne.Singletary@southgatech.edu.  |
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| **Notices:** | Pursuant to college policy, a thorough background investigation, including a criminal history check, shall be conducted on all candidates prior to being hired for any position with SGTC. |
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| Position Number: | 00217766 | Job Code: | 60130 |