

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Study – Financial Aid Office Assistant** | | | |
|  |  | | |
| **Campus:** | Americus | | |
|  |  | | |
| **Job Responsibilities** | The Financial Aid Office is seeking a work-study student who can perform clerical duties, including typing, filing, answering phones, and making copies to support daily office operations. Assist staff with administrative tasks and provide customer service to students. | | |
|  |  | | |
| **Requirements:** | * Must be enrolled in the **Fall Semester 2025** and enrolled in at least six (6) credit hours. * Must be approved for **Federal Student Aid for the 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* the student starts work. | | |
|  |  | | |
| **Application Link:** | <https://www.easyhrweb.com/JC_SouthGATech/joblisting/joblistings.aspx> | | |
|  |  | | |
| **Background Requirements** | Candidates must pass a criminal background check | | |
|  |  | | |
| **Compensation:** | The hourly rate for this position will be $10.00. | | |
|  |  | | |
| **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 the class schedule. Generally, two hours per day, 4-5 days a week. No more than 225 hours per semester | | |
|  |  | | |
| **Reports to:** | Financial Aid Director | | |
|  |  | | |
| **Application Deadline:** | Until filled | | |
|  |  | | |
| **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, please call the Human Resources Office at (229) 931-2454 or (229) 931-2450, or email [Erika.Carrillo@southgatech.edu](mailto:Erika.Carrillo@southgatech.edu) or [Suzanne.Singletary@southgatech.edu](mailto:Suzanne.Singletary@southgatech.edu). | | |
|  |  | | |
| **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. | | |
|  | | | |
| Position Number: | 00144677 | Job Code: | 60130 |