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| **Work Study – Library Assistant** | | | |
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| **Campus:** | Americus | | |
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| **Job Responsibilities** | The Library Assistant must be able to work during lunch hours, some evenings, and at other times, such as on weekends, as needed. The Library Assistant will respond to the needs and interests of students under the supervision of the Library Staff. Duties will include helping students use GALILEO, the online card catalog, shelving, filing, shelf-reading, getting the mail, filling the printer with paper, and duplicating materials as directed by the Staff. The Library Assistant will also perform circulation tasks such as charging, discharging, noting requests and delivery materials, processing, preparing, and repairing materials as necessary. Duties will also include answering the phone, taking messages, straightening chairs, cleaning tables, dusting shelves, and assisting with record maintenance and inventory. Other duties will be assigned as needed. | | |
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| **Requirements:** | * Must be enrolled **Spring Semester 2024** and enrolled in at least six (6) credit hours. * Must be approved for **Federal Student Aid for the 2023-2024** 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 Federal Work Study eligibility. Working hours will be flexible to accommodate class schedule. Generally, 2-4 hours per day 4-5 days per week. | | |
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| **Reports to:** | Librarian | | |
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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](mailto:Erika.Carrillo@southgatech.edu) or [Suzanne.Singletary@southgatech.edu](mailto: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: |  | Job Code: |  |