



## Residence Life Student Assistant

### Responsibilities

- 19 hours a week
- Administrative support including but not limited to the following tasks
  - Assistance with monthly reports
  - Assistance with room changes
  - Following up with maintenance request
  - Filing
  - Program tracking and approval
  - Issuing temporary keys and key cards
  - Maintaining safety and confidentiality of student information
- Participation in weekly hall meetings
- Assist with hall wide programming initiatives
- Other duties as assigned

### Requirements

- Must have lived in University Housing for at least two semesters
- Must be enrolled as a Georgia College, degree seeking student
- Must remain in good judicial and academic standing
- While present in the building must adhere to Housing and Residence Life policies

### Compensation

- \$8 an hour for up to 19 hours week
- Hours should be scheduled between the hours of 9 a.m. – 5 p.m.
  - Exceptions can be made for after hour events or meetings

Applications are due Friday, July 23.

Apply at:

[https://docs.google.com/forms/d/e/1FAIpQLSdSoawTiYhihdLocQzl-Wizt0XwCjzwrZbya6B4LnY2C\\_Zbig/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdSoawTiYhihdLocQzl-Wizt0XwCjzwrZbya6B4LnY2C_Zbig/viewform?usp=sf_link)