



## Campus Life Assistant, Student Affairs, Clarkesville

**Classification:** Work Study

**Location:** Building C – Carlton Center

### **Job Description:**

North Georgia Technical College is accepting applications for a Federal Work Study Campus Life Assistant on the Clarkesville Campus. The purpose of this position is to provide assistance to Campus Life staff personnel. Duties include opening and closing the Carlton center, swimming pool, gym, tennis courts, softball field, and supervising activities at said locations. Position duties will also consist of issuing, safeguarding, and maintaining equipment at mentioned locations. Additional responsibilities will include performing general landscaping and lawn maintenance throughout the campus, housekeeping duties of Campus Life facilities, and other duties as assigned. Reports to Sherry Seal, Campus Life Director.

### **Qualifications:**

- Must have a completed Free Application for Federal Student Aid on file for the 23-24 aid year,
- Must be registered for the current term, and must meet satisfactory academic progress standards.
- Applicants should be neat in appearance and possess the ability to work well with others.
- Applicants must be able to lift 40 pounds
- Applicants must have a valid driver's license
- Applicants must be dependable, punctual, and be able to work the required hours each week.
- As with all NGTC employees, a background investigation is required which may include, but is not limited to, a review and/or verification of criminal history records, motor/vehicle driver's history records, employment history, references, etc.

**Salary and Schedule:** 19 hours per week at \$12.00 per hour. Schedule will be determined by supervisor.

**Application Deadline:** Open until filled.

**Length of Employment:** Employment will begin once background check and employment packet have been completed and can continue each semester if meeting NGTC's SAP and enrollment requirements.

To apply for this position applications are available at <https://northgatech.edu/students/financial-aid/work-study> and is listed as Application for Employment Form. Please return completed applications to the financial aid office or they can be emailed to [finaidclarkes@northgatech.edu](mailto:finaidclarkes@northgatech.edu).

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