



## CURRENT WORK STUDY POSITIONS

### Campus Life Assistant, Student Affairs, Clarkesville

#### Job Description:

North Georgia Technical College is accepting applications for a Federal Work Study Campus Life Assistant on the Clarkesville Campus. The responsibility of this position is to open and close the Carlton center, swimming pool, gym, tennis courts, softball field, and rope course and supervise activities at said locations. Position will also issue, safeguard, and maintain equipment in the mentioned locations. Additional responsibilities will include performing general maintenance and housekeeping duties of Campus Life facilities along with other duties as directed by Sherry Seal, Campus Life Director.

**Salary:** 19 hours per week at \$8.00 per hour.

### Student Affairs Assistant, Curahee

**Job Description:** North Georgia Technical College is accepting applications for a Federal Work Study Student Affairs Assistant on the Clarkesville Campus.. The responsibility of this position is to provide assistance to Student Affairs personnel in the performance of routine clerical functions. Duties include greeting the public and providing general information either by telephone or personal contact, data entry, filing documents in an efficient and orderly manner, preparing handouts, making labels, stuffing envelopes, and other duties as directed. Reports to Erica Pickens.

**Salary:** 19 hours per week at \$8.00 per hour.

### Children's English Language Tutor, Student Affairs, Clarkesville

#### Job Description:

North Georgia Technical College is accepting applications for a Federal Work Study Children's English Language Tutor on the Clarkesville Campus. This position will work in partnership with Volunteers for Literacy of Habersham County. This position requires the work study student to work off campus in two different locations, Habersham County High School, and First Baptist Church of Cornelia. The responsibility of this position is to help elementary students to improve their English speaking and comprehension skills. Reports to Audra Jimenez, Financial Aid & Joy Purcell, Coordinator for Volunteer for Literacy.

**Salary:** 19 hours per week at \$8.00 per hour.

To apply for this position applications are available at <https://northgategatech.edu/pages/jobs.aspx> and is listed as NGTC Job Application on the bottom of the page. Please return completed applications to Audra Jimenez in the