

**TITLE: Non-USG High School Student Tech Temp**

**JOB PURPOSE:** Under direct supervision, learn, observe, and participate in projects and/or programs that are specific to the hiring GT department. This position is for temporary, paid, HS students aged 16 or over who are enrolled in HS, and not dually enrolled in a University System of Georgia (USG) school. May be a direct hire by the department, or may be employed through a defined program such as those offered by the high school, magnet school, school system, local organizations, diversity programs, affiliated Science Technology Engineering Math (STEM) initiatives or other similarly designated programs.

**IMPACT & INFLUENCE:**

This position will interact on a consistent basis with: unit management, staff, faculty, and students. This position typically will advise and counsel: N/A. This position will supervise: N/A.

**KEY RESPONSIBILITIES:**

- Complete a variety of tasks or assignments, as applicable, based on their specific program or GT department focus.
- Work performed may be in an office and at times in a field/laboratory setting and may include observation time.
- Participate in team meetings and discussions as directed.
- Contribute information as requested for presenting or publishing reports.
- Observe and learn office, research, and other unit processes and participate in projects or programs.
- May provide basic office support such as copying documents, filing, sorting and distributing mail.
- May receive and refer phone calls; greet and direct visitors.
- May have an opportunity to experience a variety of hands on tasks utilizing equipment/tools ranging from computers, computer software, to sophisticated microscopes or other equipment.
- Complete any required safety training for the specific program or career discipline.

**EDUCATION, SPECIALIZED KNOWLEDGE AND EXPERIENCE:**

**Degrees required for this job:** NA

**Degrees preferred:**

**Years of experience required for this job:** NA

**Years preferred:**

**Certifications or licenses required for this job:**

**Certifications or licenses preferred:**

**SPECIALIZED SKILLS:**



**Specialized skills required for this job:**

Will train in skills needed for the projects or programs assigned.

**Specialized skills preferred:**

**OTHER VARIABLES:**

For use for high school student employees, who are at least 16 years old at the time of hire, paid by the hour, and enrolled in an educational institution. USG policy prohibits hiring employees that are under the age of 16. Those aged 16 or 17 must be on a school break or school program.

This assignment is under the employee category of Tech Temp, and Tech Temp hiring guidelines apply unless specifically stated otherwise.