

TITLE: Non-USG Undergraduate Student Tech Temp

JOB PURPOSE: Under direct supervision, learn and participate in projects and/or programs that are specific to the hiring GT department. This position is for temporary, paid, Undergraduate College students aged 18 or over who are enrolled in a non-University System of Georgia (USG) school. May work across diverse fields of study related to their major or other area of interest. May provide basic clerical support services within a campus unit and/or may observe and learn office, research, and/or other unit processes and participate in projects and 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: May supervise or lead others.

KEY RESPONSIBILITIES:

- Will work on a projects or programs based on their specific field of study or area of interest.
- May collaborate on teams plus contribute individual work effort to assigned projects or programs.
- May work in a laboratory setting, closed laboratory, at field sites, or in an office.
- May provide suggestions to improvements or provide recommendations for process improvement.
- May write summaries, participate in presentations and may assist to prepare process manuals and guidelines.
- May provide clerical support services such as copying, filing, sorting and distributing mail, scheduling meetings and appointments.
- May receive and refer phone calls; greet and direct visitors.
- Complete any required safety training.

EDUCATION, SPECIALIZED KNOWLEDGE AND EXPERIENCE:

Degrees required for this job: Completion of some college coursework in pursuit of a degree that may or may not relate to the field of work.

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:

Must provide recent college transcript and confirm current enrollment in Undergraduate level program. Transcripts may be an unofficial copy.

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