

Admissions Student Assistant	Giving tours of campus, filing, running errands, handling student files, inputting data, working on mail-outs and answering phone. Applicants should be dependable and able to manage confidentiality. Dress should be neat and modest.		Cassey	Gilbert	(912) 583-3265	cgilbert@bpc.edu	Admissions
Admissions Telecounselor	Calling prospective students, work evenings. Must be self motivated.		Cassey	Gilbert	(912) 583-3265	cgilbert@bpc.edu	Admissions
Theater Assistant	Basic clerical work, help with publicity for plays or other drama events, maintain the theatre in Gates Hall and provide any other services beneficial to the drama program		Mark	Stokes	(912) 583-3102	mestokes@bpc.edu	Arts & Letters
Glimpses of Truth Coordinator	Communication major, computer skills, experience in Drama and speaking	Dr.	Don	Wallace	(912) 583-3100	dwallace@bpc.edu	Arts & Letters
Bookstore Clerk	Dusting, vacuuming, loading and unloading boxes, stocking, helping customers, pricing merchandise, receiving goods, deliveries to various departments, filing and any other duties that may be required to operate the bookstore and maintain customer satisfaction. Ability to lift items up to 50 lbs		Lynn	Addison	(912) 583-3285	laddison@bpc.edu	Bookstore
Briscoe Center Supervisor	Need students to provide chaperonage of building (Briscoe Center) activities, programs, etc. Responsibilities include some secretarial type work (answering phones, taking messages, mail outs) and some general cleaning/straightening up, setting up for events, etc. Students can work M-F 2-5 pm and 7-11 PM		Glenn	Wallace	(912) 583-3211	gwallace@bpc.edu	Briscoe Center
Student Clerk for the Business Office	Office help; typing, filing, knowledge of Word and Excel a		Ira	Bryant	(912) 583-3290	ibryant@bpc.edu	Business Office

	plus						
Lab/Administrative Assistant	Will serve as lab assistant in computer labs. Should have completed BUS 101 or are currently enrolled. Should be able to provide limited assistance to users of the lab who have basic computer questions. There will be some administrative assistance required for business faculty. Preferably in the afternoon hours. Will assist Dr. Williams in cohort activities for Mount Vernon and External Programs.	Dr.	Charlene	Williams	(912) 583-3124	crwilliams@bpc.edu	Business/ Jordon Building
Religion & Philosophy Division Clerical Assistant	Filing, copying, grading, mail pick-up, word processing, document delivery to other campus offices, personal library management for the Christian Studies faculty, and occasional library research. It is helpful to be a Christian Studies or Ministry major.	Dr.	Hal	Ostrander	(912) 583-3116	hostrander@bpc.edu	Christianity
Counseling Center Office Clerk	Main task is to cover the front desk of the Counseling Center, which means greeting students/staff/faculty who comes in, answering phones, scheduling appointments, etc. Also make copies, run errands, pick up tests for disability students, etc. Due to the importance of strict confidentiality within the office, upperclassmen are preferred. Dependability is imperative.		Kathy	Cunningham	(912) 583-3219	kcunningham@bpc.edu	Counseling/ Career Planning
Assistant to Director of Prof. Lab Experience	Copying, typing, filing, running errands, help grading papers		Mary	Jones	(912) 583-3165	mjones@bpc.edu	Education

Office Assistant - Education Division	Supervise technology lab in education building. Computer/typing skills necessary. Work-Study will also assist in general office work including filing, copying, etc.		Mary	Jones	(912) 583-3165	mjones@bpc.edu	Education
Financial Aid Clerk	Student needed to file, answer phone, run errands, prepare mail-outs, help students and cover the office occasionally. Must be responsible		Paula	Whitaker	(912) 583-3209	pwhitaker@bpc.edu	Financial Aid
Fiscal Affairs Student Assistant	Applicants must have good people skills, computer skills, be a fast learner, dress professionally, have good telephone skills, be a self-starter		Ira	Bryant	(912) 583-3290	ibryant@bpc.edu	Fiscal Affairs
Human Resources Student Assistant	Person should be detail oriented. Knowledge of Excel and Word preferred. Duties include data entry, spreadsheets, filing, office errands, etc.		Sharla	Williamson	(912) 583-3287	swilliams@bpc.edu	Human Resource/ Fiscal Affairs
Student Maintenance	Assist the Liberty Campus maintenance personnel with daily housekeeping/grounds maintenance		Susan	Gregory	(912)448-2752	sgregory@bpc.edu	Liberty County Campus
Media Clerk	Maintain/Process library materials		Susan	Gregory	(912)448-2752	sgregory@bpc.edu	Liberty County Campus
Office Assistant	Assist with answering the telephone and various office tasks		Susan	Gregory	(912)448-2752	sgregory@bpc.edu	Liberty County Campus
Assistant to Dr. Kinsella & Dr. Lagasse	General office work and community networking responsibilities		Susan	Gregory	(912)448-2752	sgregory@bpc.edu	Liberty County Campus

Assistant to the Assistant to Director of the Library	Assist with daily processing of new library materials, gifts as well as other office duties such as: checking the library's catalog for duplicate materials, make copies of gift letters, filing, and other duties as specified by the Assistant to the Director of the Library. Person(s) applying for this job must have good computer and communication skills as well as be attentive to detail.		Shannon	Bull	(912) 583-3231	sbull@bpc.edu	Library
Student Housekeeping	Vacuuming, clean bathrooms, take out trash, mopping, general housekeeping.		Ray	Hamilton	(912) 583-3280	bgriffin@bpc.edu	Maintenance
Student Groundskeeper	Trim weeds and bushes; pick up pinecones, hedge trimmings, trash, and etc... rake and other yard maintenance as assigned.		Ray	Hamilton	(912)583-3280	bgriffin@bpc.edu	Maintenance
Professor's Assistant/Librarian	General office work, filing, copying. Maintain choral library, set-up for choir rehearsals and concerts, computer skills a must.	Dr.	Mark	Bowdidge	(912) 583-3132	mbowdidge@bpc.edu	Music
Postal Clerk	Sort and put up mail, meter mail, window service, delivering packages, answering phone (good etiquette a must), light cleaning, computer skills, UPS mailing, FedEx mailing. Person must be dependable, patient, and hard-working. If this sounds like you, I need to speak to you. Come to the campus post office.		Rosalie	Selph	(912) 583-3170	rselph@bpc.edu	Post Office
Writer	Handle writing assignments for the public relations department, including news releases. In addition to being able to write, need to have basic photography skills. Need to have access to a computer.		Taylor	Hereford	(912)583-3215	thereford@bpc.edu	Public Relations

Digital Photo Assistant	Work with digital photographic images in Photoshop and prepare them for use in the college's publications and archives. Need to have own computer and be able to handle assignments with little supervision.		Taylor	Hereford	(912)583-3216	thereford@bpc.edu	Public Relations
Photographer	Handle photographic assignments for campus publications, including news releases and archival files.		Taylor	Hereford	(912)583-3217	thereford@bpc.edu	Public Relations
Registrar's Assistant	Student must be very attentive to detail, be able to handle in-coming telephone calls in a professional manner, will work with retired files, sorting, and shredding, and will run general errands		Sandra	Clay	(912) 583-3240	sclay@bpc.edu	Registrar's Office
Asst. to Chair of Social & Behavioral Sciences	Duties include grading exams and quizzes, entering data, filing, typing, running errands on campus (mail pick-up and delivery), must be familiar with Microsoft Word, Excel, and Front Page; internet research skills desired. Preference will given to political science majors	Dr	Lee	Cheek	(912) 583-3151	lcheek@bpc.edu	Social & Behavioral Sciences
Student Worker for History Professor	The student seeking this position will need to be trustworthy and punctual. Also, the student must have a basic understanding of history and the work historians do. Students who have completed some college-level coursework in history are strongly encouraged to apply for the position. In addition, the student must be familiar with Microsoft Word and Microsoft Excel.	Dr.	Kevin	McCranie	(912) 583-3154	kmccranie@bpc.edu	Social & Behavioral Sciences

Game Room/Lee Center Monitor	Student will work under the supervision of the Director of Student Activities, Enforce the policies and procedures set forth by the Building manager. Student must be dependable and responsible. Duties include cleaning and wiping down weight room equipment, organizing weights, and washing towels. Hours of operation are 10-10 M-F and some weekends.		Michael	Aoa	(912) 583-3208	mkaoa@bpc.edu	Student Activities Center
Intramural Official	Assist the student intramural assistant; officiate and umpire all intramural events. Help with set up and maintenance work under the supervision of the Director of students Activities. Student will work with Student Coordinator Student needs to be dependable and responsible.		Michael	Aoa	(912) 583-3208	mkaoa@bpc.edu	Student Activities Center
Intramural Student Assistant	Plan and promote Intramural events, officiate and umpire games, set up and maintain all equipment, work under the supervision of the Director of Student Activities. Student needs to be dependable and responsible.		Michael	Aoa	(912) 583-3208	mkaoa@bpc.edu	Student Activities Center
Student Activities Student Assistant	Assist in planning and promoting activities for the students of the Mount Vernon campus. This person will work directly with the SAC Coordinator and under the supervision of the Director of Student Activities. The candidate should be dependable, honest, reliable and creative. Duties include making advertisements for all events, planning events and		Michael	Aoa	(912) 583-3186	mkaoa@bpc.edu	Student Activities Center

	homecoming. This person will serve as Vice President of the Student Activities Council.						
Student Activities Coordinator	Plan and promote activities for the students of Mount Vernon campus. This person will work directly under the supervision of the Director of Student Activities. The candidate should be dependable, honest, reliable and creative. Duties including making advertisements for all events, planning events and homecoming. This person will serve as President of Student Activities Council.		Michael	Aoa	(912) 583-3186	mkaoa@bpc.edu	Student Activities Center
Assistant to Dean of Students	Office Assistant. Answer Phone, Paperwork, Filing, and General office work. Must Maintain Confidentiality.		Sherrie	Helms	(912) 583-3206	shelms@bpc.edu	Student Affairs
Student Affairs Clerk	Answer telephones, run errands, some clerical work, prepare flyers, make copies, confidentiality a must. May need to work after 5pm during campus events		Beverly	Powell-McLean	(912) 583-3207	bpowell@bpc.edu	Student Affairs
Housing Clerk	Typing, filing, computer knowledge, errands, answering telephone; Student must be honest, have a willingness to work, and be dependable		Chris	Summerlin	(912) 583-3220	csummerlin@bpc.edu	Student Affairs

Residence Hall Monitor	Monitoring residence hall lobbies on Tuesdays, Thursdays, Saturdays, and Sundays. The hours will be from 6:00pm-10:00p., on Tuesdays and Thursdays, 7:00pm-11:00pm on Saturdays, and from 2:00pm-5:00pm on Sundays. Monitoring will consist of knowing who comes and goes, welcoming guests, and checking visitors into the residence halls for scheduled visitation times. Work-Study students will be assisted by either the residence hall RD or RA on duty.		Chris	Summerlin	(912) 583-3221	csummerlin@bpc.edu	Student Affairs
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