



**DAYTONA
STATE COLLEGE**

Student Employment Job Description

Student Employment Office Only

\$8.65 per hour

Department Only

Department: Academic Support Center

Campus: Daytona Campus

Funding: Federal Work Study (FWS) and Institutional Work Study (IWS)

Hours Per Week: up to 20

Hourly Wage: \$8.65

Days Needed: Monday, Tuesday, Wednesday, Thursday

Times Needed: 8am-12pm, 12pm – 5pm

Contact: holmesd@DaytonaState.edu

Job Title: Desk Clerk

Purpose of Job: To greet and assist students in the reception area of the Academic Support Center

Duties/Responsibilities: Greet students, staff, and faculty who visit the ASC; sign students in and out; assist with printing processes; maintain a clean and safe work area; answer and route phone calls politely and efficiently; demonstrate awareness of and adherence to ASC policies; perform other duties relevant to the job as assigned by supervisor.

Job Qualifications: Must possess a friendly countenance, a professional phone presence, and overall professional demeanor.