



Student Employment Office Only

\$14.00 per hour

Department Only

Department: New Smyrna Beach/Edgewater Campus Services

Campus: New Smyrna Beach/Edgewater (NSB) Campus

Funding: Federal Work Study (FWS)

Hours Per Week: up to 20 hours

Hourly Wage: \$14.00

Days Needed: Monday through Friday (Flexible)

Times Needed: 8am-5pm (Flexible)

Contact: Enaris Inman

Contact Info: Phone: (386) 423-6301
Email: Enaris.Inman@DaytonaState.edu
In Person: NSB Building 1, Room 102

Job Title: Office Assistant

Purpose of Job: Provide customer service and support in the Student Services Falcon Center

Duties/Responsibilities:

- Provide support for Enrollment Specialists & Academic Advisors
- Greet and directs students to appropriate departments for services
- Maintain departments file system, faxing, copying and distributes incoming mail for area of responsibility
- Maintain campus informational bulletin boards
- Assist students with MyDaytonaState portal in the Falcon Center
- Answer incoming calls and route to the appropriate department or faculty/staff
- Issue student ID cards via the ID photo machine
- Cover and assist staff during lunch hours
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Job Qualifications:

- Some ideas for job qualifications:
- Strong customer service skills and excellent telephone etiquette
- A desire to help fellow students
- Must be dependable and able to handle the demands of a busy office.
- Must act in a professional manner when interacting with the students and staff.
- Must maintain confidentiality of documented information in student files following FERPA

guidelines.

- Strong computer skills such as email, Word, Excel, etc. and able to self-motivate
- Must demonstrate maturity, dependability, and possess excellent communication skills

Requirements:

- Resume