



Student Employment Office Only

\$12.00 per hour

Department Only

Department: Academic Advising

Campus: Daytona Beach

Funding: Federal Work Study (FWS)

Hours Per Week: up to 20

Hourly Wage: \$12.00

Days Needed: Monday through Friday (Flexible)

Times Needed: 8am to 7pm (Flexible)

Contact: Alisha Heath

Contact Info: Email Resume to: Alisha.Heath@DaytonaState.edu

Job Title: Student Office Assistant

Purpose of Job: To greet students visiting or calling the Academic Advising office, guide them to the appropriate office/campus resources, assist with orientation, registration, and navigating their student portal, and supporting clerical Advising functions.

Duties/Responsibilities:

- To greet students visiting or calling the Academic Advising Office and guide them to the appropriate campus resource.
- Assist students with orientation and navigation of the MyDaytonaState portal
- Assist with document imaging, filing, and advising events
- Provide exceptional service to students visiting in person or on the phone
- Perform general office clerk duties and errands

Job Qualifications:

- Warm personality and exceptional customer service skills
- Excellent written and verbal communication skills
- Proficiency using Microsoft Office, and Office 365
- Eagerness to learn about the enrollment process and campus resources
- Professional attire required (No jeans, sneakers, etc.)

Requirements:

- Resume, customer service experience preferred.