



**Student Employment Office Only**

\$12.00 per hour

**Department Only**

**Department:** Career Services

**Campus:** Daytona Beach – Building 115/Room 224

**Funding:** Federal Work Study (FWS) or Institutional Work Study (IWS)

**Hours Per Week:** up to 20

**Hourly Wage:** \$12.00

**Days Needed:** Monday through Friday (Flexible)

**Times Needed:** 8am to 5pm (Flexible)

**Contact:** Amy Sims

**Contact Info:** Email: [Amy.Sims@daytonastate.edu](mailto:Amy.Sims@daytonastate.edu)

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**Job Title:** Student Office Assistant

**Purpose of Job:** To greet students/employers/alumni who call or visit the Career Services Office, guide them to the appropriate resources, assist with logging in to the virtual resources, and supporting Academic and Career Advising functions

**Duties/Responsibilities:**

- Include greeting students, employers, and other visitors
- Answer phones and taking accurate, thorough messages
- Create memos and flyers, as needed using tools like Microsoft Word and other software
- Entering data with accuracy into both Excel spreadsheets and Gradleaders (online Career Services portal) and/or other software/systems used by Academic and Career Advising
- Typing emails and correspondence
- Assisting visitors with logging in to Career Services resources, such as Gradleaders, Perfect Interview, signing up for future appointments/workshops
- Participate in workshops provided by Career Advisors to better field questions from students.

**Job Qualifications:**

- Warm personality and exceptional customer service skills.
- Excellent verbal and written communication skills. Proficiency using Microsoft Office and Office 365 tools.
- Eagerness to learn about career services and campus resources. Professional attire.

**Requirements:**

- Resume