



**Student Employment Office Only**

\$12.00 per hour

**Department Only**

**Department:** DSC Foundation

**Campus:** Daytona Beach Campus

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

**Hours Per Week:** 40 hours per week; 2 students at 20 hours per week

**Hourly Wage:** \$12.00

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

**Times Needed:** 9 am – 5 pm (Flexible)

**Contact:** Emily Elliott

**Contact Info:** Emily.elliott@daytonastate.edu

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**Job Title:** **Foundation Office Assistant**

**Purpose of Job:** To support the functions of the Foundation and Alumni Relations

**Duties/Responsibilities:**

- Basic office duties, including but not limited to: answering phones, taking messages, copying and delivering materials to departments on campus
- Assisting with events and functions
- Helping input information into databases
- Drafting flyers and notices
- Collating materials for Board of Directors meetings

**Job Qualifications:**

- Friendly, professional demeanor
- Office experience preferred
- Must be able to lift 20 lbs

**Requirements:**

- Cover Letter
- Resume