



DAYTONA STATE COLLEGE

Student Employment Job Description

Student Employment Office Only

\$12.00 per hour

Department Only

Department: Office of Student Life
Campus: Daytona Beach
Funding: Federal Work Study (FWS)
Hours Per Week: up to 20
Hourly Wage: \$12.00
Days Needed: Sunday through Saturday (Flexible)
Times Needed: 8am to 11pm (Flexible)
Contact: Mr. Hector Alberty
Contact Info: Phone: (386) 506-3231

Job Title: Office Assistant

Purpose of Job: To assist Student Life with all aspects of student services in the Residence Life and/or Student Life

Duties/Responsibilities:

- Assist with answering phones and greeting students.
- Directing students to appropriate departments and assisting with general information inquiries.
- Assist with data entry and word processing.
- Photocopying, filing, scanning, and running errands to other departments.

Job Qualifications:

- Must be computer literate.
- Must possess office skills and have great customer service.
- Must be able to work independently, effectively, and professionally.

Requirements:

- Resume