



Student Employment Office Only

\$12.00 per hour

Department Only

Department: Counseling & Accessibility Services (CAS)

Campus: Deltona

Funding: Federal Work Study (FWS); Institutional Work-Study

Hours Per Week: up to 20

Hourly Wage: \$12.00

Days Needed: Monday through Friday (Flexible)

Times Needed: 8am to 5pm; Possible evenings 5:00pm-9:30pm (Flexible)

Contact: Ms. Rebecca Ross

Contact Info: Phone: (386) 789-7316
Email: Rebecca.Ross@DaytonaState.edu
In Person: Building #1, Room #231

Job Title: Note Taker, Reader, Scribe, and Office Assistant

Purpose of Job: To assist students in the Counseling and Accessibility Services (CAS) office and other general office duties. To assist students on a daily basis become academically successful.

Duties/Responsibilities:

- Support the CAS department by performing general clerical duties and assisting assigned students.
- Perform filing, mailing, faxing, pick-up and/or make deliveries around the campus.
- Answer office telephones, schedule appointments, and greet students and visitors.
- Assist students with scheduling testing times.
- Perform all tasks with excellent oral, written, and customer services skills.
- Perform all tasks with accuracy and efficiency in a timely manner.
- Must always maintain confidentiality regarding student and office records and information.
- Perform all tasks with a friendly, professional work attitude at all times.
- Perform all office related functions as assigned by the supervisor.
- Perform notetaking, reading, or scribing (i.e., writing) for students with disabilities.
- Take legible notes for disabled students during classroom or lab lectures.
- Read course (i.e., classroom or lab) materials for disabled students.
- Prepare written materials for disabled students that are unable to write or type.
- Completion of contact form for each assigned session.

Job Qualifications:

- Must be punctual, dependable, reliable, and able to work well with diverse student, staff and general public populations
- Must demonstrate skills in using Microsoft Office software such as Word, Excel, PowerPoint, Outlook, and Teams as well as demonstrate ability to properly use assistive technology used by assigned students.
- Must complete all required employment documents or training prior to beginning employment if selected for this position.
- Ability to follow oral and written instructions along with excellent customer service skills.
- Must be able to work independently, effectively, and professionally
- Must wear professional business attire at all times while on duty; no jeans or shorts.
- Must provide at least one verifiable reference regarding your prior/ current work performance.
- Must arrive on time for the class or lab, stay for the entire class or lab, and perform their job duties in a professional manner
- Reliability is a must.

Requirements:

- Resume
- Current semester class schedule
- Must have completed ENC1101 with a “C”
- Must have completed, at minimum, MAT0028 with a “C”

Apply Here!

- **Download the application**
- **Complete application**
- **Save**
- **Submit via email to the supervisor listed in the form**
- **You can also deliver in person to Main Daytona campus, Bldg. 300, Room 109**