



**Student Employment Office Only**

\$10.00 per hour

**Department Only**

**Department:** Academic Support Center

**Campus:** Daytona Beach Campus, Building 500

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

**Hours Per Week:** up to 20

**Hourly Wage:** \$10.00

**Days Needed:** Negotiable with supervisor

**Times Needed:** Negotiable with supervisor

**Contact:** Mr. Gregg Stone

**Contact Info:** Email: [Gregg.Stone@DaytonaState.edu](mailto:Gregg.Stone@DaytonaState.edu)

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**Job Title:** Desk Clerk

**Purpose of Job:** To greet and assist students in the reception area of the Academic Support Center.

**Duties/Responsibilities:**

- Greet students, staff, and faculty who visit the ASC
- Sign students in and out
- Assist with printing processes; maintain a clean and safe work area
- Answer and route phone calls politely and efficiently
- Demonstrate awareness of and adherence to ASC policies
- Perform other duties relevant to the job as assigned by supervisor

**Job Qualifications:**

- Must possess a friendly countenance, a professional phone presence, and overall professional demeanor