



Student Employment Office Only

\$10.00 per hour

Department Only

Department: Registration

Campus: Daytona Beach Campus

Funding: Federal Work Study (FWS)

Hours Per Week: up to 20

Hourly Wage: \$10.00

Days Needed: Monday through Friday (Flexible)

Times Needed: Monday-Thursday 8am-6pm; Friday 8am-5pm (Flexible)

Contact: Mr. Enaris Inman

Contact Info: Phone: (386) 506-3381
Email: Enaris.Inman@DaytonaState.edu
In Person: Building 100, 119

Job Title: Office Assistant

Purpose of Job: To provide the students and staff of the Daytona Beach Campus Q&A and/or Falcon Center with assistance.

Duties/Responsibilities:

- Data entry and filling
- Compiling and sorting of records and registration reports
- Sort/distribute incoming mails, mailouts, and photocopying
- Assisting students with their My Daytona State portal
- Assisting with ID cards
- Other duties relevant to the job as assigned by supervisor

Job Qualifications:

- Must be dependable, reliable, and possess interpersonal skills
- Must be able to handle the demands of a busy office
- Must dress and act in a professional manner when interacting with students and staff
- Must be detail oriented
- Must maintain confidentiality of documented information in student files

Requirements:

- Resume
- References