



Student Employment Office Only

\$8.56 per hour

Department Only

Department Name: Registration

- Department Number: 740000
- Cost Center Number: 5602000
- Cost Center Manager: Carri Hudgins

Campus: Daytona Beach

Funding:

- FWS
- IWS

Hours Per Week: up to 20

Days Needed: Monday Tuesday Wednesday Thursday Friday
Saturday Sunday

Times Needed: M-Th 8am-6pm, Fri 8am-5pm (flexible)

Supervisor: Enaris Inman

Method of Contact:

- Call: 386-506-3381
- Email: Enaris.Inman@Daytonastate.edu
- In person: Building # 100 Room # 119

Required Documents:

- Cover Letter
- Resume
- References

Job Title: Office Assistant

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

Duties/Responsibilities: 1. Data entry and filling. 2. Compiling and sorting of records and registration reports. 3. Sort/distribute incoming mails, mailouts, and photocopying. 4. Assisting students with their My Daytona State portal. 5. Assisting with ID cards. 6. 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.