



Student Employment Office Only

\$12.00 per hour

Department Only

Department: School of Adult Education

Campus: Daytona Beach Campus

Funding: Federal Work Study (FWS)

Hours Per Week: up to 16

Hourly Wage: \$12.00

Days Needed: Monday through Thursday

Times Needed: 9am to 1pm

Contact: Dr. Carrie Ann Verge

Contact Info: Email: Carrie.Verge@DaytonaState.edu

Job Title: Student Assistant

Purpose of Job: To assist the School of Adult Education with all aspects of student services.

Duties/Responsibilities:

- Answer phones and greet students and visitors to the department
- Provide general information and directions
- Direct students and visitors to appropriate AE staff
- Assist AE students with basic help such as filling out an application, printing schedules, logging into the college portal, and directing/guiding to the Help Desk for IT issues
- Assisting AE staff with Photocopying, filing, scanning, making phone calls, organizing books, and running errands to other departments
- Other duties as assigned

Job Qualifications:

- Must be patient and empathetic
- Must be computer literate
- Must possess basic office skills
- Must be able to work independently, effectively, and professionally

Requirements:

- Resume