



**Student Employment Office Only**

**\$14.00 per hour**

**Department Only**

**Department:** School of Adult Education

**Campus:** Daytona

**Funding:** Federal Work Study (FWS)

- ☐ FWS ☒
- ☐ IWS
  - Cost Center:
  - Cost Center Manager:

**Hours Per Week:** Up to 20

**Days Needed:** Mon. – Fri.

**Times Needed:** 9:00 am – 1:00 pm

**Supervisor:** Michelle Howell-Kroskey

**Method of Contact:**

- ☐ Call: (386) 506-3820
  - ☐ Email: **Michelle.Howell-Kroskey@daytonastate.edu**
  - ☐ In person: Building # 300 Room # 215
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**Job Title: Student & Staff Assistant**

**Purpose of Job:** To assist the School of Adult Education in supporting the students, faculty, and staff.

**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
- Assist with other duties related to the position as needed

**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
- Ability to follow oral and written instructions along with excellent customer service skills
- The ability to communicate clearly and deal with the student whose first language is not English is a must
- Reliability is a must!

**Requirements:**

- Resume
- Current semester class schedule