DAYTONA STATE COLLEGE

Student Employment Job Description

Department Only

Department:	School of Engineering Technology
Campus:	Advanced Technology College (ATC)
Funding:	Federal Work Study (FWS) **AND** Institutional Work Study (IWS)
Hours Per Week:	up to 20 hours per week
Hourly Wage:	$13.00
Days Needed:	Monday through Friday (Flexible)
Times Needed:	8 a.m. to 5 p.m. (Flexible)
Contact:	Sarah Carter
Contact Info:	Sarah.Carter@daytonastate.edu

Job Title: **Engineering Lab Assistant**

Purpose of Job: To assist the Lab Technician with all aspects of all related duties.

Duties/Responsibilities:
- Assist with technical and non-technical duties in the lab and office.
- Assist students in navigating the BSIT, BSET, BSET-EET program equipment and software.
- Data entry & Filing
- Other duties relevant to the job as assigned by supervisor.

Job Qualifications:
- Must be dependable, reliable, and possess organizational/inter-personal skills.
- Must have meticulous attention to detail.
- Must be efficient with Microsoft office related software for editing, formatting, etc.
- Prefer a student in BSIT, BSET, BSET-EET with familiarity in program materials.

Requirements:
- Resume