



**Student Employment Office Only**

\$14.00 per hour

**Department Only**

**Department:** School of Health Careers: Diagnostic Medical Sonography Program

**Campus:** Deltona Campus

**Funding:** Federal Work Study (FWS) **AND/OR** Institutional Work Study (IWS)

**Hours Per Week:** 20 hours per week is maximum allowable.

**Hourly Wage:** \$14.00 hourly

**Days Needed:** Monday through Friday (Flexible)

**Times Needed:** 9-5:30P (Varies by semester)

**Contact:** Dr. Leah Carroll

**Contact Info:** Leah.Carroll@daytonastate.edu

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**Job Title:** Sonography Department Student Lab Assistant

**Purpose of Job:** Light Administrative Duties to assist program faculty in the laboratory.

**Duties/Responsibilities:**

- Assist the Program Director and faculty with light administrative tasks and departmental projects.
- Prepare, organize, and maintain laboratory materials, supplies, and equipment.
- Assist with set-up and breakdown of laboratory sessions.
- Maintain cleanliness and organization of the sonography lab.
- Help track and inventory laboratory supplies and report shortages as needed.
- Assist with filing, copying, scanning, and document organization.
- Support scheduling needs for lab practice sessions as directed.
- Greeting students and visitors in a professional and courteous manner.
- Respond to basic student inquiries and direct questions to appropriate faculty when necessary.
- Assist with data entry and record maintenance as assigned.
- Support special projects and departmental events as needed.
- Perform other related duties as assigned by the Program Director or faculty.

**Job Qualifications:**

- Strong customer service skills and professional telephone etiquette.
  - A desire to help fellow students and contribute to a positive learning environment.
  - Strong computer skills (email, Microsoft Word, Excel, etc.).
  - Ability to work independently and demonstrate self-motivation.
  - Must demonstrate maturity, dependability, and strong organizational skills.
  - Excellent written and verbal communication skills.
  - Ability to always maintain confidentiality and professionalism.
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**Requirements:**

- Current student in good academic standing.
- Ability to work scheduled hours consistently and reliably.
- Resume required upon application.