



Student Employment Office Only

\$12.00 per hour

Department Only

Department: Academic Support Center

Campus: Daytona Beach Campus, Building 500

Funding: Federal Work Study (FWS) or Institutional Work Study (IWS)

Hours Per Week: up to 20

Hourly Wage: \$12.00

Days Needed: Negotiable with supervisor

Times Needed: Negotiable with supervisor

Contact: Mr. Andrew Kandefer

Contact Info: Email: Andrew.Kandefer@DaytonaState.edu

Job Title: Desk Clerk

Purpose of Job: To greet and assist students in the reception area of the Academic Support Center.

Duties/Responsibilities:

- Greet students, staff, and faculty who visit the ASC
- Sign students in and out
- Assist with printing processes; maintain a clean and safe work area
- Answer and route phone calls politely and efficiently
- Demonstrate awareness of and adherence to ASC policies
- Perform other duties relevant to the job as assigned by supervisor

Job Qualifications:

- Must possess a friendly countenance, a professional phone presence, and overall professional demeanor