



Student Employment Office Only

\$12.00 per hour

Department Only

Department: Office of Student Development
Campus: Daytona Beach
Funding: Federal Work Study (FWS)
Hours Per Week: up to 20
Hourly Wage: \$12.00
Days Needed: Monday through Friday (Flexible)
Times Needed: 8am to 8pm (Flexible)
Contact: Ms. LaToya Shannon
Contact Info: Phone: (386) 506-3826

Job Title: Student Assistant

Purpose of Job: To assist the Office of Student Development with facilitating all aspects of retention services offered to students through the college community.

Duties/Responsibilities:

- Answer phones and assist with contacting students as requested
- Direct students to appropriate departments and assist with general information inquiries
- Assist with data entry and word processing
- Photocopying, filing, scanning, and running errands to other departments
- Assist with Student Development activities as requested

Job Qualifications:

- Must be able to work in a fast-paced environment
- Must be computer literate
- Must possess office skills and have great customer service
- Must be able to work independently, effectively, and professionally

Requirements:

- Resume