



Student Employment Office Only

\$13.00 per hour

Department Only

Department: Financial Aid

Campus: Daytona Beach

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

Hours Per Week: up to 20 hours

Hourly Wage: \$13.00

Days Needed: Monday through Friday (Flexible)

Times Needed: 8am to 5pm (Flexible)

Contact: Isabel Candelas

Contact Info: **Email:** Isabel_Candelas@DaytonaState.edu
In-person: Wetherell Building (100), Room 104B

Job Title: Office Assistant

Purpose of Job: Assist students with the completion of all online financial aid related documents such as the FAFSA, verification forms, Direct Loan Entrance Counseling and Master Promissory Note. Assist with office duties, such as answering the phone, returning email, scanning documents.

Duties/Responsibilities:

- Answer phones and greet students
- Direct students to appropriate departments for billing/registration problems
- Assist with data entry and word processing
- Photocopying, filing, scanning, and running errands to other departments

Job Qualifications:

- Must be able to work under stressful situations
- Must be computer literate
- Must possess office skills and have a pleasant phone voice.
- Must be able to work independently, effectively, and professionally

Requirements:

- Cover Letter
- Resume