



Student Employment Office Only

\$13.00 per hour

Department Only

Department: The Entrepreneurial Education and Training (EET) Experience

Campus: Daytona Beach

Funding: Federal Work Study (FWS)

Hours Per Week: up to 20

Hourly Wage: \$13.00

Days Needed: Monday through Friday (Flexible)

Times Needed: 9 am to 4 pm (Flexible)

Contact: Dr. Melody Jackson

Contact Info: Phone: (386) 506-3621 or Email: melody.jackson@daytonastate.edu

Job Title: Student Assistant

Purpose of Job: To support the Coordinator with daily duties of the department and the Entrepreneurial Resource Center (ERC)

Duties/Responsibilities:

- Managing inquiries online and in-person
- Basic office duties, including but not limited to answering phones, taking messages, recording of documents, copying and delivering materials to departments on campus
- Maintain, organize, and monitor The ERC Library inventory
- Assisting with events and functions

Job Qualifications:

- Excellent verbal and written communication skills
- Proficiency using Microsoft Office and Office 365 tools, Word, Excel, etc.
- Must possess office, organizational, social media, and communication skills
- Must be able to work independently, effectively, and professionally

Requirements:

- Resume