



**Student Employment Office Only**

\$14.00 per hour

**Department Only**

**Department:** Falcon HOPE Center

**Campus:** Deltona

**Funding:** Federal Work Study (FWS)

**Hours Per Week:** 15 to 20 hours per week

**Hourly Wage:** \$14.00

**Days Needed:** Monday through Thursday

**Times Needed:** 12pm-5pm

**Contact:** Mrs. Virginia North

**Contact Info:** Email: [Virginia.North@daytonastate.edu](mailto:Virginia.North@daytonastate.edu)

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**Job Title:** Front Desk Assistant

**Purpose of Job:** To support the Falcon HOPE Center student programs

**Duties/Responsibilities:**

- Provide exemplary customer service and screening at the front desk and documenting student IDs and services provided
- Manage donations and inventory of food, toiletries, and school supplies
- Be available to support staff on special projects if needed
- Additional clerical duties, such as answering the phone, checking the Center's email and voicemail, and printing for students

**Job Qualifications:**

- Strong customer service skills and excellent telephone etiquette
- A desire to help fellow students
- Strong computer skills such as email, Word, Excel, etc. and able to self-motivate
- Must demonstrate maturity, dependability, and possess excellent communication skills

**Requirements:**

- Resume