



Student Employment Office Only

\$12.00 per hour

Department Only

Department: Falcon HOPE Center

Campus: New Smyrna Beach/Edgewater

Funding: Federal Work Study (FWS)

Hours Per Week: 10 to 20 hours per week

Hourly Wage: \$12.00

Days Needed: Monday through Thursday

Times Needed: 10am-2pm

Contact: Mr. Guidino Fiore

Contact Info: Email: Guidino.Fiore@daytonastate.edu

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