



**Student Employment Office Only**

\$13.00 per hour

**Department Only**

**Department:** New Smyrna Beach/Edgewater Campus Services

**Campus:** New Smyrna Beach/Edgewater (NSB) Campus

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

**Hours Per Week:** up to 20 hours

**Hourly Wage:** \$13.00

**Days Needed:** Monday through Friday (Flexible)

**Times Needed:** 8am-5pm (Flexible)

**Contact:** Enaris Inman

**Contact Info:** Phone: (386) 423-6301  
Email: [Enaris.Inman@DaytonaState.edu](mailto:Enaris.Inman@DaytonaState.edu)  
In Person: NSB Building 1, Room 102

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**Job Title:** Office Assistant

**Purpose of Job:** Provide customer service and support in the Student Services Falcon Center

**Duties/Responsibilities:**

- Provide support for Enrollment Specialists & Academic Advisors
- Greet and directs students to appropriate departments for services
- Maintain departments file system, faxing, copying and distributes incoming mail for area of responsibility
- Maintain campus informational bulletin boards
- Assist students with MyDaytonaState portal in the Falcon Center
- Answer incoming calls and route to the appropriate department or faculty/staff
- Issue student ID cards via the ID photo machine
- Cover and assist staff during lunch hours
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**Job Qualifications:**

- Some ideas for job qualifications:
- Strong customer service skills and excellent telephone etiquette
- A desire to help fellow students
- Must be dependable and able to handle the demands of a busy office.
- Must act in a professional manner when interacting with the students and staff.
- Must maintain confidentiality of documented information in student files following FERPA

guidelines.

- 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