



Student Employment Office Only

\$14.00 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: \$14.00

Days Needed: Monday through Friday (Flexible)

Times Needed: 9 am to 4 pm (Flexible)

Contact: Edwin J. Hernandez

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

Job Title: Student Assistant

Purpose of Job: Provide comprehensive support to the EET Coordinator in the daily operations of the department and the Entrepreneurial Resource Center (ERC).

Duties/Responsibilities:

- Serve as a first point of contact by managing inquiries both online and in person
- Perform general office tasks, including answering phones, taking messages, recording and filing documents, making copies, and delivering materials across campus
- Maintain, organize, and monitor the ERC Library inventory to ensure accuracy and accessibility
- Assist with planning, coordinating, and executing EET events/functions

Job Qualifications:

- Strong verbal and written communication skills
- Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint
- Demonstrated organizational, office, communication, public speaking, and social media skills
- Ability to work independently, effectively, and professionally in a fast-paced environment

Requirements:

- Resume