



**Student Employment Office Only**

\$10.00 per hour

**Department Only**

**Department:** Center for Women & Men  
**Campus:** Daytona Beach  
**Funding:** Federal Work Study (FWS)  
**Hours Per Week:** 10 to 20 hours per week  
**Hourly Wage:** \$10.00  
**Days Needed:** Monday through Friday (Flexible)  
**Times Needed:** Morning and Early Afternoon preferred  
**Contact:** Ms. Sheri Fiske  
**Contact Info:** Email: [Sheri.Fiske@daytonastate.edu](mailto:Sheri.Fiske@daytonastate.edu)

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**Job Title:** Front Desk Assistant/Food Pantry Monitor

**Purpose of Job:** To support the Center for Women & Men's 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 in the food pantry and clothing closet
- 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, printing for students, sanitizing work stations as needed

**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