



Department: School of Engineering Technology

Campus: Advanced Technology College

Funding: Federal Work Study (FWS)

Hours Per Week: Up to 20

Hourly Wage: \$8.65

Days Needed: Monday Tuesday Wednesday Thursday Friday

Times Needed: 8am - 5pm Monday - Friday (Flexible)

Supervisor: Dr. Ron Eaglin

Method of Contact:

- Call: 386/506-4138
- Email: Raleigh.Gherlone@daytonastate.edu

Required Documents:

- Cover Letter
- Resume
- References

Job Title: Student Assistant

Purpose of Job: Assist with Office Duties

Duties/Responsibilities: 1. Data entry and filling. 2. Compiling and sorting department's reports/document. 3. Assist with technical and non-technical duties in the office. 4. Other duties relevant to the job as assigned by supervisor.

Job Qualifications: Must be dependable, reliable, and possess organizational/inter-personal skills. Must have meticulous attention to detail. Must be efficient with Microsoft office related software for editing, formatting, etc.

Preferred, student in BSET, BSET-EET, BSIT or related AS program with technical skills (Web Editing).