



DAYTONA STATE COLLEGE

Department: Financial Aid

Campus: Daytona Beach

Funding: Federal Work Study (FWS), Institutional Work Study (IWS)

Hours Per Week: Up to 20

Hourly Wage: \$8.56

Days Needed: Monday Tuesday Wednesday Thursday Friday

Times Needed: Flexible, will work with class schedule

Supervisor: Kimberly Elgin

Method of Contact:

- Email: Kimberly.elgin@daytonastate.edu
- In person: Building # 100 Room # 104

Required Documents:

- Cover Letter
- Resume

Job Title: Office Assistant

Purpose of Job: Assist students with the completion of all online financial aid related documents such as the FAFSA, verification forms, Direct Loan Entrance Counseling and Master Promissory Note. Assist with office duties, such as answering the phone, returning email, scanning documents.

Duties/Responsibilities: Assist with online applications. Mailings - stuffing envelopes. Answering the phone and email. Scanning documents. Other duties relevant to the job as requested by supervisor.

Job Qualifications: Basic knowledge of the FAFSA. Must be dependable, reliable, and possess interpersonal skills. Must have the ability to interact with the public in a courteous, business-like manner at all times. Must demonstrate strong customer service and communication skills. Must maintain confidentiality of documented information in the student files. Computer literacy with Microsoft Word, Excel, Outlook, PowerPoint.