



Student Employment Office Only

\$8.56 per hour

Department Only

Department Name: Student Life department

- Department Number: 770000
- Cost Center Number: 2-5101000-77000-1-STACT
- Cost Center Manager: Cerese Ramos

Campus: Daytona Beach

Funding:

- FWS
- IWS

Hours Per Week: 20

Days Needed: Monday Tuesday Wednesday Thursday Friday
Saturday Sunday

Times Needed: 9am – 7pm

Supervisor: Jennifer Thomas

Method of Contact:

- Call: 386-506-3131
- Email: Jennifer.thomas@daytonastate.edu
- In person: Building # 115 Room # 218

Required Documents:

- Cover Letter
- Resume
- References

Job Title: Information Desk Specialist

Purpose of Job: To provide assistance at the Information Desk.

Duties/Responsibilities: Greet students, public, faculty and staff at the Information Desk, answer and route incoming calls, assist students with general questions and directions, refer questions and concerns to the appropriate staff members, provide information on Student Life events and events occurring in the Events Center, maintain advertisements on the Information Desk, assist the Student Life department with events and office tasks. Other duties may be assigned by the supervisor.

Job Qualifications: Must be an outgoing individual who possesses excellent interpersonal, customer service, and communication skills. Must possess knowledge and experience using Microsoft-Office Suite. Must possess good organizational skills. Must be dependable and mature with the ability to adapt to changing priorities.