



DAYTONA STATE COLLEGE

Department: Nursing

Campus: Daytona

Funding: Federal Work Study (FWS)

Hours Per Week: Up to 20

Hourly Wage: \$8.56

Days Needed: Monday Tuesday Wednesday Thursday Friday

Times Needed: between 8 am and 5 pm

Supervisor: Amy Szoka

Method of Contact:

- Call: 386-506-3757
- Email: amy.szoka@daytonastate.edu or Patricha.dabney@daytonastate.edu
- In person: Building # 320 Room # 211

Required Documents:

- Cover Letter
- Resume
- References

Job Title: Student Worker/Office Assistant

Purpose of Job: Assist department staff in the nursing office and student success lab.

Duties/Responsibilities: Answer department phone calls; assist with document preparation; filing of paper documents; maintenance of file storage; cleaning of equipment in nursing labs; other office duties as assigned.

Job Qualifications: Applicants cannot be in a program code for nursing, BSN, or pre-nursing. Must be able to adequately communicate by telephone, email, and in person. Must be proficient with typing, document creation, and use of Office365. Must be dependable and motivated to assist the department staff with office needs.