



Student Employment Office Only

\$10.00 per hour

Department Only

Department: Office of Student Development
Campus: Daytona Beach
Funding: Federal Work Study (FWS)
Hours Per Week: up to 20
Hourly Wage: \$10.00
Days Needed: Monday through Friday (Flexible)
Times Needed: 8am to 5pm (Flexible)
Contact: Ms. Susan Toce
Contact Info: Phone: (386) 506-3981

Job Title: Student Assistant

Purpose of Job: To assist the Office of Student Development with all aspects of student services.

Duties/Responsibilities:

- Assist Student Development offices with answering phones and greeting students.
- Directing students to appropriate departments and assisting with general information inquiries.
- Assist with data entry and word processing.
- Photocopying, filing, scanning, and running errands to other departments.

Job Qualifications:

- Must be computer literate.
- Must possess office skills and have great customer service.
- Must be able to work independently, effectively, and professionally.

Requirements:

- Resume