



DAYTONA STATE COLLEGE

Department: Counseling and Accessibility Services

Campus: Advanced Technology College/ATC

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

Hours Per Week: up to 20hrs.

Hourly Wage: \$8.56

Days Needed: Monday Tuesday Wednesday Thursday Friday

Times Needed: 8 am – 5 pm Monday – Friday, evenings possible 5 pm – 9:30 pm

Supervisor: Michelle Wallis

Method of Contact:

- Call: 386-506-3328
- Email: Michelle.Wallis@daytonastate.edu
- In person: Building # 1 Room # 107C

Required Documents:

- Resume
- References

Job Title: Note Taker, Reader, Scribe, Office Assistant

Purpose of Job: To assist students on a daily basis to become academically successful. Assist in office when required.

Duties/Responsibilities: Take legible notes in class, read classroom materials and tests, scribe/type for disabled student. May be assigned to do interim note taking should the disabled student's notetaker be absent; may also be assigned as a reader for testing purposes. Maintain confidentiality at all times regarding student, office records, and information. Perform all tasks with a friendly, professional work attitude at all times.

Job Qualifications: Must have Completed ENC1101 with a "C", and a minimum of MAT0028 with a "C". Punctuality and dependability in attendance of assigned classes is a must. Completion of all required employment documents prior to beginning employment if selected for the position. Must provide at least one faculty reference. Completion of contact form for each assigned session. Professional business attire; no jeans, shorts, or flip flops.