



Student Employment Office Only

\$12.00 per hour

Department Only

Department: Office of Student Accounts
Campus: Daytona Beach
Funding: Federal Work Study (FWS)
Hours Per Week: up to 20
Hourly Wage: \$12.00
Days Needed: Monday through Friday (Flexible)
Times Needed: 8am to 5pm (Flexible)
Contact: Ms. Michelle LaPlant
Contact Info: Phone: (386) 506-3750

Job Title: Student Assistant

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

Duties/Responsibilities:

- Answer phones and greet students
- Direct students to appropriate departments for billing/registration problems
- Assist with data entry and word processing
- Photocopying, filing, scanning, and running errands to other departments

Job Qualifications:

- Must be able to work under stressful situations
- Must be computer literate
- Must possess office skills and have a pleasant phone voice.
- Must be able to work independently, effectively, and professionally

Requirements:

- Resume