



Student Employment Office Only

\$12.00 per hour

Department Only

Department: School of Nursing

Campus: Daytona Beach

Funding: Federal Work Study (FWS)
 Independent Work Study (IWS)

Hours Per Week: up to 20

Hourly Wage: \$12.00

Days Needed: Monday through Friday (Flexible)

Times Needed: 8am to 5pm (Flexible)

Contact: Dr. Maxine Hicks

Contact Info: Phone: (386) 506-3720 or Email: Maxine.Hicks@DaytonaState.edu

Job Title: Student Assistant

Purpose of Job: To assist the Allen School of Nursing staff and skills lab coordinator.

Duties/Responsibilities:

- Filing and file maintenance
- Assist with document preparation, photocopying, data entry and word processing
- Dispatch correspondence on and off campus, distribute mail, run errands to other departments
- Assist in setting up equipment for clinical classroom situations including obtaining supplies, setting up labs, re-shelving and disassembling equipment, and setting up computer lab.
- Answer telephone
- Other duties as assigned and relevant to the job.

Job Qualifications:

- APPLICANT MUST BE A NON-NURSING OR NON-PRE-NURSING STUDENT.
- Must be able to work under stressful situations
- Must be computer literate, proficient with Microsoft office software
- Must possess office skills and have a pleasant phone voice.
- Must be able to work independently, effectively, and professionally

Requirements:

- Resume