



**Student Employment Office Only**

\$12.00 per hour

**Department Only**

**Department:** Records

**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:** 9am to 5pm (Flexible)

**Contact:** Marilyn Neal

**Contact Info:** Phone: (386) 506-3543  
Email: [Marilyn.Neal@DaytonaState.edu](mailto:Marilyn.Neal@DaytonaState.edu)

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**Job Title:** **Imaging and Filing Clerk**

**Purpose of Job:** To scan and file student records, and to also assist with other duties as needed.

**Duties/Responsibilities:**

- Prepare and separate documents for Imaging
- Scan documents on the digital scanner
- Check documents and verify accuracy
- Maintain scans and filing on a daily basis

**Job Qualifications:**

- Must be able to concentrate, stay focus to detailed information, and perform repetitious job duties
- Must possess computer skills and be able to sit at computer for long periods of time
- Ability to follow directions
- Must be dependable, able to work independently, effectively, and professionally

**Requirements:**

- Resume