



Student Employment Office Only

\$12.00 per hour

Department Only

Department: Student Life

Campus: Daytona Beach Campus

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

Hours Per Week: up to 20

Hourly Wage: \$12.00

Days Needed: Monday through Friday (Flexible)

Times Needed: 9am to 7pm (Flexible)

Contact: Ms. Jennifer Thomas

Contact Info: Phone: (386) 506-3131
Email: Jennifer.Thomas@DaytonaState.edu
In Person: Building 115, Room 218

Job Title: Information Desk Specialist

Purpose of Job: To provide assistance at the information desk.

Duties/Responsibilities:

- Greet students, public, faculty and staff at the Information Desk,
- Answer and route incoming calls
- Assist students with general questions and directions
- Refer questions and concerns to the appropriate staff members
- Provide information on Student Life events and events occurring in the Events Center
- Maintain advertisements on the Information Desk
- Assist the Student Life department with events and office tasks
- Other duties as assigned by the supervisor

Job Qualifications:

- Must be an outgoing individual who possesses excellent interpersonal, customer service, and communication skills.
- Must possess knowledge and experience using Microsoft-Office Suite. Must possess good organizational skills.
- Must be dependable and mature with the ability to adapt to changing priorities.

Requirements:

- Resume