



Student Employment Office Only

\$12.00 per hour

Department Only

Department: News Journal Center-MCCMEA

Campus: Daytona Beach

Funding: Federal Work Study (FWS)

Hours Per Week: up to 20

Hourly Wage: \$12.00

Days Needed: Monday through Friday (Flexible, some weekends may be required)

Times Needed: 8am to 5pm (Flexible, some evenings may be required)

Contact: Georgia Davis

Contact Info: Phone: (386) 226-1913
Email: Georgia.Davis@DaytonaState.edu
In-Person: Building NJC, Room #103

Job Title: NJC Student Assistant

Purpose of Job: To assist the various News-Journal Center staff with day-to-day projects and events.

Duties/Responsibilities:

- Assist as an Usher or stagehand for NJC events.
- Answer phones and greet guests
- Direct students and patrons to appropriate areas
- Assist with the creation of social media content (Facebook, Instagram, TikTok)
- Assist various NJC staff members as needed

Job Qualifications:

- Must be able to work under stressful situations
- Must be able to lift a minimum of 50lbs
- Must possess good people skills and be able to work with the public.
- Must be able to work independently, effectively, and professionally

Requirements:

- Resume