



Student Employment Office Only

\$12.00 per hour

Department Only

Department: Career Services

Campus: Daytona Beach – Building 115/Room 224

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: 8am to 5pm (Flexible)

Contact: Alisha Heath

Contact Info: Email: Alisha.Heath@DaytonaState.edu

Job Title: Student Office Assistant

Purpose of Job: To greet students/employers/alumni who call or visit the Career Services Office, guide them to the appropriate resources, assist with logging in to the virtual resources, and supporting Academic and Career Advising functions

Duties/Responsibilities:

- Include greeting students, employers, and other visitors
- Answer phones and taking accurate, thorough messages
- Create memos and flyers, as needed using tools like Microsoft Word and other software
- Entering data with accuracy into both Excel spreadsheets and Gradleaders (online Career Services portal) and/or other software/systems used by Academic and Career Advising
- Typing emails and correspondence
- Assisting visitors with logging in to Career Services resources, such as Gradleaders, Perfect Interview, signing up for future appointments/workshops
- Participate in workshops provided by Career Advisors to better field questions from students.

Job Qualifications:

- Warm personality and exceptional customer service skills.
- Excellent verbal and written communication skills. Proficiency using Microsoft Office and Office 365 tools.
- Eagerness to learn about career services and campus resources. Professional attire.

Requirements:

- Resume