



# DAYTONA STATE COLLEGE

**Department:** Center for Business & Industry

**Campus:** Daytona State College, Daytona Beach

**Funding:** Federal Work Study (FWS)

**Hours Per Week:** up to 20

**Hourly Wage:** \$ 12.00

**Days Needed:** Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday

☒ **Times Needed:** 11:00 am-5pm (Flexible)

**Supervisor:** Joanne Parker

**Method of Contact:** Schedule an appointment

- Call: (386) 506-4224
- Email: Joanne.Parker@daytonastate.edu
- In person: Building # 140 Room # 204

**Required Documents:**

- Resume ☒

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**Job Title:** Office Support Staff

**Purpose of Job:** Provide assistance to the Center for Business & Industry personnel.

**Duties/Responsibilities:** 1. Provide coverage in office as needed.; 2. Greet customers in person or by phone. Provide course information & scan course registrations into computer.; 3. Assist with preparation of course forms for classes & send reminder e-mails or phone calls to students about course date, time and directions.; 4. Perform office duties such as filing, copying, light typing, etc.; 5. Deliver paperwork to other departments on campus.; 6. Other duties relevant to the job as assigned by the supervisor.

**Job Qualifications:** • Computer skills in Windows environment: Word, Excel - also Power Point  
• Work hours during the week are flexible around student's class schedule;

- Work independently on time sensitive and task-oriented projects