



**Department:** School of Computer Science

**Campus:** Advanced Technology College

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

**Hours Per Week:** Up to 20

**Hourly Wage:** \$13.00

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

**Times Needed:** 8am - 5pm Monday - Friday (Flexible)

**Supervisor:** Faith Bryant & Wendy Samuel

**Method of Contact:**

- Call: 386/506-4143
- Email: [faith.bryant@daytonastate.edu](mailto:faith.bryant@daytonastate.edu) or [wendy.samuel@daytonastate.edu](mailto:wendy.samuel@daytonastate.edu)

**Required Documents:**

- Resume

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**Job Title:** Student Assistant

**Purpose of Job:** Assist with Office Duties

**Duties/Responsibilities:** 1. Assist work experience coordinator with Exploring Technology Careers events. 2. Assist FAME coordinator with FAME events. 3. Assist department professors with special projects. 4. Assist with technical and non-technical duties in the office. 5. Assist with social media postings for department. 6. Data entry and filling 7. Other duties relevant to the job as assigned by supervisor.

**Job Qualifications:** Must be dependable, reliable, and possess organizational/inter-personal skills. Must have meticulous attention to detail. Must be efficient with Microsoft office related software for editing, formatting, etc.

Preferred, basic computer skills, student in BAS, BSIT or related AS program with technical skills.