

LYNEER RECRUITMENT ANNOUNCEMENT

Office Assistant up to 25 hours/week Records/Registration

The Records/Registration Department is seeking a highly organized and detail-oriented professional to serve in an office assistant capacity. This position is available through Lyneer Staffing Solutions. Applicants who are hired will not be employees of Daytona State College.

Minimum Qualifications: This position requires a high school diploma or GED and two (2) years of related experience is also required.

The primary role of the assistant is to provide office support and administrative functions in support of the assigned college program, service or department

Other Responsibilities:

- Performs routine office tasks such as data entry, typing correspondence, forms, and tests, setting up files and filing, record keeping, preparing spreadsheets, faxing, e-mailing, telephoning, and photocopying. Retrieves, sorts, and distributes mail to other departmental personnel.
- Assists department personnel with customer service, including providing information to customers for area of responsibility, and assisting applicants with paperwork completion and processing applications.
- Accesses, inputs, and retrieves data from the computer and student files to assist departmental and other campus personnel.

Knowledge, Skills & Abilities:

- Excellent verbal and written communication skills.
- Work independently and with others to proactively anticipate needs.
- Self-starter, motivated and deadline driven.
- Maintain accurate, detailed, confidential files and records.
- Strong organizational skills and reasoning ability to anticipate problems and define solutions.
- Manage multiple tasks/projects simultaneously.
- Proficient in Microsoft Office suite.
- Willingness to learn and grow in the position.

Salary: \$13.12 per hour (up to 25 hours per week)

Posted: 2/18/2025 **Closing Date:** Open until filled

Criminal background checks may be conducted.

Interested candidates should email their resume (no phone calls please) to:

Carri Hudgins, Director of Records/Registration

Email: Carri.Hudgins@daytonastate.edu