



Student Employment Office Only

\$8.56 per hour

Department Only

Department Name: NSB/Edgewater Campus Services

- Department Number: 320000
- Cost Center Number: 4601013
- Cost Center Manager: Clarence McCloud

Campus: NSB/Edgewater Campus

Funding:

- FWS
- IWS

Hours Per Week: up to 20

Days Needed: Monday Tuesday Wednesday Thursday Friday
Saturday Sunday

Times Needed: Flexible

Supervisor: Lisa Crabtree

Method of Contact:

- Call: 386-423-6307
- Email: lisa_crabtree@daytonastate.edu
- In person: Building # 1 Room # 134

Required Documents:

- Cover Letter
- Resume
- References

Job Title: Office Assistant

Purpose of Job: Provide customer service and support in the Student Services Falcon Center

Duties/Responsibilities: Provide support for Enrollment Specialists & Academic Advisors and directs students to appropriate departments for services. Maintains departments file system, faxing, copying and distributes incoming mail for area of responsibility. Maintain campus informational bulletin boards. Assist students with MyDaytonaState portal in the Falcon Center. Answer incoming calls and route to the appropriate department or faculty/staff. Issue student id's via the ID photo machine. Cover and assist staff during lunch hours.

Job Qualifications: Must be dependable. Must be able to handle the demands of a busy office. Must act in a professional manner when interacting with the students and staff. Must maintain confidentiality of documented information in student files.