



DAYTONA STATE COLLEGE

Department Name: School of Dental Science – Dental Assisting Program

Campus: Daytona Beach

Funding: Federal Work Study (FWS)

Hours Per Week: 4

Hourly Wage: \$8.56

Days Needed: Tuesday

Times Needed: 8:00 am to 12:00 pm

Supervisor: Leslie D. Fehl

Method of Contact:

- Call: 386-506-3758
- Email: Leslie.fehl@daytonastate.edu
- In person: Building # 320 Room # 423

Required Documents:

- Cover Letter
- Resume
- References

Job Title: Staff Assistant

Purpose of Job: To assist the Dental Assisting Program Manager

Duties/Responsibilities: Clerical (filing, assembling files, work orders, etc.), stocking, supply inventory, light general housekeeping, and implement infection control procedures. May require heavy lifting and bending over and reaching up/down into cabinets.

Job Qualifications: Self-starter, takes initiative, communicates well, proficient with Word and Excel, positive attitude, professional, punctual, reliable, and adaptable.