DAYTONA STATE COLLEGE

Student Employment
Job Description

Department Only

Department: School of Engineering Technology

Campus: Advanced Technology College (ATC)

Funding: Federal Work Study (FWS)

Hours Per Week: up to 20

Hourly Wage: $10.00

Days Needed: Monday through Friday (Flexible)

Times Needed: 8am to 5pm (Flexible)

Contact: Ms. Rileigh Gherlone   **Supervisor:** Dr. Ron Eaglin

Contact Info: Phone: (386) 506-4138
Email: Rileigh.Gherlone@DaytonaState.edu

Job Title: **Student Assistant**

Purpose of Job: To assist with office duties and responsibilities.

Duties/Responsibilities:
- Data entry and filling
- Compiling and sorting department's reports/document
- Assist with technical and non-technical duties in the office
- 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
- Prefer a student in BSET, BSET-EET

Requirements:
- Cover Letter
- Resume
- References