



**Student Employment Office Only**

\$10.00 per hour

**Department Only**

**Department:** College of Bus, Eng. & Tech

**Campus:** Advanced Technology Center (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:** Mrs. Patty Dyke

**Contact Info:** Phone: (386) 506-4189  
In Person: Bldg. 1 Room 104D  
Email: [patty.dyke@daytonastate.edu](mailto:patty.dyke@daytonastate.edu)

**Job Title:** **First Impression Clerk**

**Purpose of Job:** To assist in reception area and computer common area

**Duties/Responsibilities:**

- Greet students and guest; assist customers with location of special events and classes.
- Assist students, faculty, staff and other college employees with office functions as assigned.
- Maintain conduct in a professional manner that supports customer service first.
- Perform other duties relevant to the job as assigned.

**Job Qualifications:**

- Must be able to provide excellent customer service
- Must be organized, detail oriented and possess general office skills
- Be a Daytona State College student in good standing
- Must possess a helpful phone presence and an overall professional approach
- Must be able to work with diverse personalities and students from a variety of backgrounds
- Must adhere to and assist administration, faculty, and staff with operational procedures