



Student Employment Office Only

\$8.46 per hour

Department Only

Department: Records

Campus: Daytona Beach

Funding:

- FWS
- IWS
 - Cost Center: 1011560300
 - Cost Center Manager: Carri Hudgins

Hours Per Week: 20

Days Needed: Monday Tuesday Wednesday Thursday Friday
Saturday Sunday

Times Needed: 1-5 pm

Supervisor: Elena Henning

Method of Contact:

- Call: [Click or tap here to enter text.](#)
- Email: elena_henning@daytonastate.edu
- In person: Building # 100 Room # 208

Required Documents:

- Cover Letter
- Resume
- References

Job Title: Transcript Clerk

Purpose of Job: To assist in the Records department in preparing transcripts and mailings

Duties/Responsibilities: Serve as office receptionist for walk ins and phones. Assist both students and staff with Records questions. Sorting mail, filing, typing address labels. Other duties relevant to the job as needed and requested by supervisor.

Job Qualifications: Ability fo follow directions. Must possess computer skills. Light typing skills. Excellent customer service skills