

# **Student Employment Job Description**

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\$8.56 per hour	\$8.56 per hour		

## **Department Only**

Department Name: Student Life department

• Department Number: 770000

• Cost Center Number: 2-5101000-77000-1-STACT

• Cost Center Manager: Cerese Ramos

Campus: Daytona Beach

### **Funding:**

• FWS ⊠

• IWS ⊠

**Hours Per Week: 20** 

 $\textbf{Days Needed:} \ \mathsf{Monday} \ \boxtimes \ \mathsf{Tuesday} \ \boxtimes \ \mathsf{Wednesday} \ \boxtimes \ \mathsf{Thursday} \ \boxtimes \ \mathsf{Friday} \ \boxtimes$ 

Saturday □ Sunday □

**Times Needed:** 9am-2pm or 2pm-7pm (2 positions)

**Supervisor:** Jennifer Thomas

#### **Method of Contact:**

• Call: 386-506-3131

• Email: Jennifer.thomas@daytonastate.edu

• In person: Building # 115 Room # 218

#### **Required Documents:**

•	Cover Letter	
•	Resume	$\boxtimes$
•	References	

Job Title: Gaming Desk Monitor

**Purpose of Job:** To provide assistance to students, public, faculty and staff at the Gaming Center desk.

**Duties/Responsibilities:** Greet students, public, faculty, and staff at the Gaming Center desk, verify DSC students before lending out gaming equipment (PlayStation, Xbox and Switch), check-out and track gaming equipment, ping-pong, foosball, and board games, maintain the Gaming Center player log, assist students with gaming issues, questions, general directions and referrals to the appropriate staff members, maintain advertisements around the Gaming Center desk. Other duties relevant to the job as assigned by supervisor.

**Job Qualifications:** Must be an outgoing individual who possesses excellent interpersonal, customer service, and communication skills. Must possess knowledge and experience using Microsoft-Office Suite. Must possess good organizational skills. Must be dependable and mature with the ability to adapt to changing priorities.