



**Student Employment Office Only**

\$10.00 per hour

**Department Only**

**Department:** Student Life

**Campus:** Daytona Beach Campus

**Funding:** Federal Work Study (FWS) or Institutional Work Study (IWS)

**Hours Per Week:** up to 20

**Hourly Wage:** \$10.00

**Days Needed:** Monday through Friday (Flexible)

**Times Needed:** 9am to 7pm (Flexible)

**Contact:** Ms. Jennifer Thomas

**Contact Info:** Phone: (386) 506-3131  
Email: [Jennifer.Thomas@DaytonaState.edu](mailto:Jennifer.Thomas@DaytonaState.edu)  
In Person: Building 115, Room 218

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**Job Title:** Information Desk Specialist

**Purpose of Job:** To provide assistance at the information desk.

**Duties/Responsibilities:**

- Greet students, public, faculty and staff at the Information Desk,
- Answer and route incoming calls
- Assist students with general questions and directions
- Refer questions and concerns to the appropriate staff members
- Provide information on Student Life events and events occurring in the Events Center
- Maintain advertisements on the Information Desk
- Assist the Student Life department with events and office tasks
- Other duties as assigned by the 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.

**Requirements:**

- Resume