



Student Employment Office Only

\$13.00 per hour

Department Only

Department: College of Business, Engineering, & Technology

Campus: Advanced Technology Center (ATC)

Funding: Federal Work Study (FWS)

Hours Per Week: up to 20

Hourly Wage: \$13.00

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

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