



**Student Employment Office Only**

\$12.00 per hour

**Department Only**

**Department:** Registration

**Campus:** Daytona Beach Campus

**Funding:** Federal Work Study (FWS)

**Hours Per Week:** up to 20

**Hourly Wage:** \$12.00

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

**Times Needed:** Monday-Thursday 8am-6pm; Friday 8am-5pm (Flexible)

**Contact:** Mr. Enaris Inman

**Contact Info:** Phone: (386) 506-3381  
Email: Enaris.Inman@DaytonaState.edu  
In Person: Building 100, 119

**Job Title:** Office Assistant

**Purpose of Job:** To provide the students and staff of the Daytona Beach Campus Q&A and/or Falcon Center with assistance.

**Duties/Responsibilities:**

- Data entry and filling
- Compiling and sorting of records and registration reports
- Sort/distribute incoming mails, mailouts, and photocopying
- Assisting students with their My Daytona State portal
- Assisting with ID cards
- Other duties relevant to the job as assigned by supervisor

**Job Qualifications:**

- Must be dependable, reliable, and possess interpersonal skills
- Must be able to handle the demands of a busy office
- Must dress and act in a professional manner when interacting with students and staff
- Must be detail oriented
- Must maintain confidentiality of documented information in student files

**Requirements:**

- Resume
- References