



Student Employment Office Only

\$12.00 per hour

Department Only

Department: Deltona Campus Services
Campus: Deltona Campus
Funding: Federal Work Study (FWS)
Hours Per Week: up to 20
Hourly Wage: \$12.00
Days Needed: Monday through Friday (Flexible)
Times Needed: 10am-3pm (Flexible, but lunch hours preferred)
Contact: Ms. Melissa Kirwan
Contact Info: Phone: (386) 785-7348
Email: Melissa.Kirwan@DaytonaState.edu

Job Title: Office Assistant

Purpose of Job: Provide customer service and support in the Student Services Falcon Center.

Duties/Responsibilities:

- Provide support for Enrollment Specialists & Academic Advisors
- Greet and direct students to appropriate departments for services
- Maintain departments file system, faxing, copying and distributes incoming mail for area of responsibility
- Maintain campus informational bulletin boards. Assist students with MyDaytonaState portal in the Falcon Center
- Answer incoming calls and route to the appropriate department or faculty/staff
- Issue student ID cards via the ID photo machine. Cover and assist staff during lunch hours

Job Qualifications:

- Must be dependable and able to handle the demands of a busy office.
- Must act in a professional manner when interacting with the students and staff.
- Must maintain confidentiality of documented information in student files following FERPA guidelines

Requirements:

- Cover Letter
- Resume