



Student Employment Office Only

\$12.00 per hour

Department Only

Department: New Smyrna Beach/Edgewater Campus Services

Campus: New Smyrna Beach/Edgewater (NSB) Campus

Funding: Federal Work Study (FWS)

Hours Per Week: up to 20

Hourly Wage: \$12.00

Days Needed: Monday through Friday (Flexible)

Times Needed: 8am-5pm (Flexible)

Contact: Ms. Lisa Crabtree

Contact Info: Phone: (386) 423-6307
Email: Lisa.Crabtree@DaytonaState.edu
In Person: Building 1, Room 134

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 directs 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