



Student Employment Office Only

\$12.00 per hour

Department Only

Department: DSC Foundation

Campus: Daytona Beach Campus

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

Hours Per Week: 40 hours per week; 2 students at 20 hours per week

Hourly Wage: \$12.00

Days Needed: Monday through Friday (Flexible)

Times Needed: 9am-5pm (Flexible)

Contact: Ms. Kristen Hanson

Contact Info: Email: Kristen.Hanson@DaytonaState.edu

Job Title: **Foundation Office Assistant**

Purpose of Job: To support the functions of the Foundation, Alumni Relations and Resource Development

Duties/Responsibilities:

- Basic office duties, including but not limited to: answering phones, taking messages, recording of documents, copying and delivering materials to departments on campus
- Assisting with events and functions
- Helping input information into databases
- Drafting flyers and notices
- Collating materials for Board of Directors meetings

Job Qualifications:

- Friendly, professional demeanor
- Office experience preferred
- Must be able to lift 20 lbs

Requirements:

- Cover Letter
- Resume