



**Student Employment Office Only**

**\$12.00 per hour**

**Department Only**

**Department:** Mary Karl College of Workforce and Continuing Education (MKC)

**Campus:** Daytona Beach

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

**Hours Per Week:** up to 20

**Hourly Wage:** \$12.00

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

**Times Needed:** 10 am to 4 pm (Flexible)

**Contact:** Dianna McGee

**Contact Info:** Phone: (386) 506-3924

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**Job Title:** **Student Assistant**

**Purpose of Job:** To support the AVP and Sr. Staff Assistant with duties of the Mary Karl College Entrepreneurial Resource Center (ERC)

**Duties/Responsibilities:**

- Managing inquiries online and in-person
- Basic office duties, including but not limited to answering phones, taking messages, recording of documents, copying and delivering materials to departments on campus
- Maintain, organize, and monitor The ERC Library inventory
- Assisting with events and functions

**Job Qualifications:**

- Excellent verbal and written communication skills
- Proficiency using Microsoft Office and Office 365 tools, Word, Excel, etc.
- Must possess office, organizational, social media, and communication skills
- Must be able to work independently, effectively, and professionally

**Requirements:**

- Resume