



**Student Employment Office Only**

\$10.00 per hour

**Department Only**

**Department:** Office of Student Life  
**Campus:** Daytona Beach  
**Funding:** Federal Work Study (FWS)  
**Hours Per Week:** up to 20  
**Hourly Wage:** \$10.00  
**Days Needed:** Sunday through Saturday (Flexible)  
**Times Needed:** 8am to 11pm (Flexible)  
**Contact:** Ms. Kamrin Bunn  
**Contact Info:** Phone: (386) 506-3231

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**Job Title:** Office Assistant

**Purpose of Job:** To assist Student Life with all aspects of student services in the Residence Life.

**Duties/Responsibilities:**

- Assist Office of Residence Life with answering phones and greeting students.
- Directing students to appropriate departments and assisting with general information inquiries.
- Assist with data entry and word processing.
- Photocopying, filing, scanning, and running errands to other departments.

**Job Qualifications:**

- Must be computer literate.
- Must possess office skills and have great customer service.
- Must be able to work independently, effectively, and professionally.

**Requirements:**

- Resume