

Student Employment Job Description

Job Title:	Admissions Office Assistant (CWS614/WPS614)
Department:	Admissions
Rate of Pay:	2026/27 AY \$15
Location:	Columbia College MO Hall 132 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 31, 2026- August 21, 2027
Supervisor:	Connie Crites
Purpose/Summary:	The Admissions Office Assistant will work the front desk by answering phones and assisting callers and visitors with Columbia College and the admissions process.
Essential Functions:	• Communicate clearly and effectively with Columbia College prospective students and applicants over the phone or by email. • Assisting with preparations of Admissions sponsored campus events. • Assist in inventory management of publications and promotional items. • Special projects as needed; other duties as assigned. • Practice superior customer service. • Fulfill additional responsibilities as assigned. • Display respect and civility to all constituencies in all communications. • Attend work timely and on a regular basis during the established hours of operation.
Qualifications:	• Ability to fluently read, write, and understand the English language. • Proficiency with the following, but not limited to active listening; speaking; writing; critical thinking; judgment and decision making; monitoring; reading comprehension; time management; coordination; and management of personnel resources. • Proficiency in using a variety of computer and technology-related software and equipment, including Microsoft Office products and database systems. • Proficiency in using web-based technologies, including database systems. • Ability to work independently and in a team environment, with or without direct supervision. • Excellent communication, interpersonal, customer service, and organizational skills.