

Student Employment Job Description

Job Title:	Advancement Student Assistant (CWS/WPS)
Department:	Advancement Division
Rate of Pay:	2026/27 Academic Year \$15 Per Hour
Location:	STC 107 Columbia College 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 31, 2026- August 21, 2027
Supervisor:	Katherine Oriez
Purpose/Summary:	The Columbia College Advancement Division is looking for a student to assist with data entry, research, document scanning, and other duties assigned. The ideal candidate will have strong attention to detail, good typing skills, the ability to complete long projects with minimal supervision, and a propensity for learning new software and skills quickly. Experience with Microsoft Excel is a plus but not required. Additional responsibilities include assisting with event set-up and assembling mailing campaign materials alongside division staff.
Essential Functions:	• Perform job duties in accordance with Columbia College’s vision, mission and values, and contribute to the development of the Advancement Division. • Display respect and civility to all constituencies in all communications. • Attend work timely and on a regular basis during the established hours of operation; work additional hours as business necessitates. • Maintain donor confidentiality in accordance with college policies • Digitization of records for archival purposes • Organization of the division’s collateral storage • Assist in preparing materials for meetings and events hosted by the division • Assist with the set-up and breakdown of division events and booths • Monitor and update contact records within a CRM • Process requests related to Alumni and donor relationships • Fulfill additional responsibilities assigned on a case-by-case basis

Qualifications:

- Ability to fluently read, write, and understand the English language.
- Proficiency with the following: active listening, speaking, writing, critical thinking, judgment and decision making, monitoring, reading comprehension, time management, coordination, and management of personnel resources.
- Proficiency 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.