

Student Employment Job Description

Job Title:	Archives Student Assistant
Department:	Stafford Library
Rate of Pay:	2026/27 AY \$15 Per Hour
Location:	Columbia College 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 31, 2026- August 21, 2027
Supervisor:	Courtney Gillie
Purpose/Summary:	The purpose of this work-study position is to have the student assist in the general operations and special projects of the Columbia College Archives.
Essential Functions:	• Assist in the day to day operations of the College Archives. • Work on special projects such as organization of materials, digitizing photographs or other archival items, document and inventory items in the collection, create displays, etc. • Perform job duties in accordance with Columbia College's vision, mission and values, and contributes to the development of the <u>Stafford Library</u> Department. • Practice superior customer service. • Display respect and civility to all constituencies in all communications. • Attend work timely and on a regular basis during the established hours of operation. • Other duties as assigned on a case-by-case basis
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, decision making, reading comprehension and time management. • Proficiency for using a variety of computer and technology-related software and equipment. • Proficiency in using web-based technologies. • Ability for detailed work independently and in a team environment, with or without direct supervision. • Excellent communication, interpersonal, customer service and organizational skills.