

Student Employment Job Description

Job Title:	Career Services Center Student Assistant (CWS511/WPS511)
Department:	Grossnickle Career Services Center
Rate of Pay:	2026/27 AY \$15 per hour
Location:	Columbia College MO Hall 219 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 31, 2026- August 21, 2027
Supervisor:	Amanda Wooden– Director
Purpose/Summary:	The Grossnickle Career Services Center Student Assistant serves as a welcoming first point of contact for students, faculty, staff, employers, and visitors while providing exceptional customer service and administrative support. This position assists students in accessing career resources and online platforms, supports daily office operations, and helps coordinate Career Services events and programs. The Student Assistant also assists with managing Handshake job postings, distributing marketing materials, and gathering student feedback to enhance Career Services initiatives. This role provides valuable hands-on experience in customer service, communication, office administration, and event support while contributing to student success.
Essential Functions:	• Serve as a welcoming first point of contact by greeting students, faculty, staff, employers, and visitors while providing excellent customer service. • Assist students with accessing Career Services resources, including resume reviews, internship and job search assistance, interview preparation, and career development tools. • Support students in navigating Career Services platforms such as Handshake, Forage, LinkedIn Learning, Parker Dewey, and other online resources. • Assist with daily office operations by answering phones, responding to emails, scheduling appointments, and maintaining an organized reception area. • Help manage employer and student job postings within Handshake, including reviewing, approving, and posting employment opportunities. • Support the planning and execution of Career Services events by assisting with setup, check-in, event operations, and breakdown for career fairs, networking events, workshops, and information sessions. • Promote Career Services by distributing marketing materials and maintaining campus bulletin boards and promotional displays. • Provide feedback on student interests and needs to help improve Career Services programs, resources, and outreach efforts. • Perform additional duties and special projects as assigned.

Qualifications:

- Must be a currently enrolled Columbia College Day Campus student in good academic standing.
- Demonstrate strong interpersonal, verbal, and written communication skills.
- Possess excellent customer service skills and enjoy working with students, faculty, staff, employers, and visitors.
- Be dependable, professional, punctual, and able to maintain confidentiality when handling student information.
- Have strong organizational skills and the ability to manage multiple tasks in a fast-paced environment.
- Be comfortable learning and using technology, including Microsoft Office, Canva, Handshake, and other Career Services platforms.
- Ability to work independently while also contributing effectively as a member of a team.
- Display a positive attitude, initiative, and willingness to learn new skills.
- Be able to lift up to 25 pounds and assist with event set up and breakdown, as needed.
- Previous office, customer service, or campus involvement experience is preferred but not required.

