

Student Employment Job Description

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| Job Title: | Center for Student Leadership Student Assistant |
| Department: | Student Affairs |
| Rate of Pay: | 2026/27 Academic Year \$15 Per Hour |
| Location: | Columbia College Atkins Holman Student Commons 215 1001 Rogers St. Columbia, MO 65201 |
| Posted Date: | August 31, 2026- August 21, 2027 |
| Supervisor: | Emily Cote |
| Purpose/Summary: | The purpose of this work-study position is to Student Assistants support all functions in the Center for Student Leadership (CSL) department. |
| Essential Functions: | <ul style="list-style-type: none"> • Demonstrate enthusiasm, punctuality, reliability, and excellent organizational and communication skills • Exhibit the ability to troubleshoot and effectively solve problems as they arise • Maintain flexibility in scheduling to accommodate events or projects that occur outside of regular office hours • Maintain cleanliness and organization of the CIC Room and CSL office, including inventory of office supplies • Serve as a Student Affairs Student Ambassador, representing the division in a professional and positive manner. • Assist in the planning and execution of CSL programs and events, including Hey Day, Welcome Week, Homecoming, and other ongoing programming and marketing efforts • Support the development and distribution of the monthly Student Affairs calendar • Create visual marketing and promotional materials to support departmental initiatives throughout the year • Manage student organization Trello portals and maintain accurate organizational records • Update and maintain campus bulletin boards to promote CSL programs and events. • Manage shared Google Docs and other digital platforms to organize event sign-ups and related information. • Develop and maintain “how-to” operational guides for new or updated office procedures. • Track office supply inventory and create purchase requests as necessary. • Design and prepare forms, spreadsheets, PowerPoint presentations, Prezis, and other office documents. • Collaborate on a variety of projects and events throughout the academic year. |

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| | <ul style="list-style-type: none"> • Serve as a member of the Homecoming Steering Committee, assisting in the planning and execution of Homecoming events. • Attend and participate in CSL staff meetings. • Take on leadership roles in student organization trainings, presentations, and administrative initiatives. • Perform other duties as assigned by Student Affairs staff. |
| <p>Qualifications:</p> | <ul style="list-style-type: none"> • Ability to fluently read, write, and communicate in English. • Strong proficiency in active listening, speaking, writing, critical thinking, decision-making, time management, and coordination. • Demonstrated skill in using Microsoft Office Suite, Google Workspace, and other relevant software and database systems. • Proficiency in web-based technologies and online database platforms. • Ability to work effectively both independently and as part of a team, with or without direct supervision. • Strong problem-solving skills with flexibility and openness to change. • Excellent communication, interpersonal, customer service, and organizational abilities. |