

# Student Employment Job Description

<b>Job Title:</b>	Innovation Associate
<b>Department:</b>	Fishman Center for Entrepreneurship - RWPSOB
<b>Rate of Pay:</b>	2026/27 Academic Year \$15 Per Hour
<b>Location:</b>	Columbia College 1001 Rogers St. Columbia, MO 65201
<b>Posted Date:</b>	August 31, 2026- August 23, 2027
<b>Supervisor:</b>	Dr. Scott Zimmerman
<b>Purpose/Summary:</b>	Ideal for current Columbia College students interested in entrepreneurship, the position provides hands-on experience in areas like community engagement, mentor recruitment, and program piloting, contributing to goals such as expanding the mentor network, hosting workshops, and forming an advisory board. The worker reports to the Center Director and gains exposure to real-world entrepreneurial activities.
<b>Essential Functions:</b>	<ul style="list-style-type: none"> <li>• Administrative and Research Support: <ul style="list-style-type: none"> <li>- Assist in collecting data for internal/external assessments, such as distributing surveys to faculty, students, and stakeholders (e.g., alumni, REDI partners) and compiling preliminary reports on strengths/weaknesses (e.g., mentor network, event visibility).</li> <li>- Research local entrepreneurial ecosystems (e.g., competition from University of Missouri, grant opportunities), online platforms for micro-credentials (e.g., Coursera), and potential mentors/advisory board candidates (e.g., local business leaders).</li> <li>- Help draft and organize materials, such as outreach emails, invitation letters for advisory board candidates, role descriptions, and onboarding documents.</li> </ul> </li> <li>• Program and Event Assistance: <ul style="list-style-type: none"> <li>- Support the micro-credential pilot program by helping select beta groups, scheduling sessions, gathering student feedback, and tracking enrollment (e.g., from 10–15 to 75+ students).</li> <li>- Aid in planning and hosting community workshops (e.g., on pitching skills or business planning), including brainstorming topics, setting up venues/logistics, collecting attendance data, debriefing events, and compiling feedback surveys.</li> <li>- Assist with curriculum gap analysis by surveying students on existing courses, analyzing data, and preparing presentations for faculty.</li> </ul> </li> <li>• Mentor Network and Incubator Support: <ul style="list-style-type: none"> <li>- Help recruit and onboard new mentors (target: 20 by year-end) by identifying prospects via alumni networks, preparing info session materials, and testing digital platforms (e.g., Slack for matching).</li> <li>- Support incubator preparation by researching campus space options, outlining eligibility criteria, and drafting funding proposals.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Fundraising and Visibility Tasks: <ul style="list-style-type: none"> <li>- Assist in fundraising campaigns, such as sending alumni emails, holiday appeals, and donor thank-you notes, track donations and prepare progress reviews.</li> <li>- Contribute to visibility efforts by drafting press releases, pitching stories to local media, preparing media kits, and submitting to awards/rankings.</li> <li>- Compile KPIs (e.g., workshop attendance, mentor engagements) for quarterly reviews and impact reports.</li> </ul> </li>   <li>• General Duties: <ul style="list-style-type: none"> <li>- Perform administrative tasks like scheduling meetings (e.g., stakeholder consultations, advisory board sessions), documenting progress, and maintaining files.</li> <li>- Participate in team brainstorming sessions and year-end reviews, providing student perspectives on initiatives.</li> </ul> </li> </ul>
<p><b>Qualifications:</b></p>	<ul style="list-style-type: none"> <li>- Education: Current Columbia College student (undergraduate or graduate) in Business, Entrepreneurship, or a related field; minimum GPA of 3.0 preferred.</li> <li>- Experience: No prior experience required, but interest in entrepreneurship (e.g., participation in events like Entrepreneurship Showcase) is a plus. Basic administrative or event support experience helpful.</li> <li>- Skills: Strong organizational and communication skills; proficiency in Microsoft Office, Google Workspace, and survey tools (e.g., SurveyMonkey). Ability to work independently and collaboratively; attention to detail.</li> <li>- Other: Must be reliable, with availability for flexible hours including occasional evenings/weekends for events.</li> </ul>