

Student Employment Job Description

Job Title:	Human Resources Office Assistant (CWS610, WPS610)
Department:	Human Resources
Rate of Pay:	2026/27 Academic Year \$15 Per Hour
Location:	Columbia College MO Hall 123 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 31, 2026- August 21, 2027
Supervisor:	Emily Wheeler- Director of Employee Experience
Purpose/Summary:	This role will assist the Human Resources and Payroll Office in day-to-day administrative tasks by helping walk-in customers, answering phone calls, scanning documents and other clerical duties as needed.
• Essential Functions:	• Greet walk-in traffic • Answer phone calls and emails and communicate clearly and effectively with all customers • Scan documents for HR and Payroll into an online indexing system • Maintain the front HR office by ensuring the office is clean and organized • Assist HR staff with preparations and planning for HR sponsored events • Practice superior customer service • Assist in various projects as assigned • Attend work timely and on a regular basis during the established hours of operation • Additional duties as assigned
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 and decision making; monitoring; reading comprehension; time management; coordination; and management of personnel resources. • Proficiency in using the various 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.