

Student Employment Job Description

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| Job Title: | Student Assistant |
| Department: | Institutional Research |
| Rate of Pay: | 2026/27 Academic Year \$15 Per Hour |
| Location: | Columbia College 310 N 10 th St. Door E Columbia, MO 65201 |
| Posted Date: | August 31, 2026- August 21, 2027 |
| Supervisor: | Kelly Sharp, Communications Analyst |
| Purpose/Summary: | The Office of Institutional Research Student Assistant provides technical, organizational and analytical support for a broad range of Columbia College data needs, originating both internally and externally. |
| Essential Functions: | <ul style="list-style-type: none"> • Data Entry • Creation of forms and templates • Process mapping and documentation • Creating and updating spreadsheets and assisting with research projects as needed • Perform job duties in accordance with Columbia College’s vision, mission and values, and contributes to the development of the Institutional Research Department. • Practice superior customer service. • Fulfill additional responsibilities as assigned. • Display respect and civility to all constituencies in all communications. • Attend work timely and on a regular basis during the established hours of operation; work additional hours as business necessitates. |
| Qualifications: | <p>Ability to fluently read, write and understand the English Language.</p> <ul style="list-style-type: none"> • 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 for using a variety of 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 |