

Student Employment Job Description

Job Title:	Student Assistant
Department:	International Student Services
Rate of Pay:	2026/27 AY \$15 Per Hour
Location:	Columbia College Missouri Hall 219 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 31, 2026- August 21, 2027
Supervisor:	Britta Wright – Director of International Student Services
Purpose/Summary:	<p>Student Assistants provide general office and administrative support regarding the daily operations of the International Student Services office. Coordinate front desk activities such as greeting customers, answering phones, and scheduling appointments. Support program development, preparation and implementation, as well as the daily functions in International Student Services. Create publicity and marketing materials for events and programs sponsored by the International Student Services, the English for Academic Purposes Program and Education Abroad. Assist with electronic data management and communication. Plan, create, and manage social media for International Student Services. Track inventory of program and office supplies. Develop forms, spreadsheets, PowerPoint slides/presentations and other documents used in the office. Research and compile data related to international initiatives and organize information in a logical and usable format. Other duties as assigned by the International Student Services staff.</p>
Essential Functions:	<ul style="list-style-type: none"> • Coordinate front desk activities and maintain a clean and welcoming environment in the front office • Greet customers, answer phones, and schedule appointments with International Student Services staff • Provide support for program development, preparation and implementation • Create publicity and marketing materials for programs and services sponsored by International Student Services, Education Abroad and other related areas • Plan, create, and manage social media for International Student Services and Education Abroad • Track inventory and office supplies • Assist with electronic data management and communication • Develop forms, spreadsheets, PowerPoint slides/presentations and other documents used in the office • Research and compile data related to international initiatives and organize information in a logical and usable format • Attend monthly Student Assistant Meetings and individual check-ins with supervisor

	<ul style="list-style-type: none"> • Perform job duties in accordance with Columbia College’s vision, mission and values, and contributes to the development of the Division of Student Affairs/International Student Services 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.
<p>Qualifications:</p>	<ul style="list-style-type: none"> • 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 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.