

Student Employment Job Description

Job Title:	Design & Production Assistant; Mail, Imaging & Print Services
Department:	MIPS
Rate of Pay:	2026/27 AY \$15
Location:	Columbia College Robnette-Spence 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 31, 2026- August 31, 2027
Supervisor:	Leslie Kennon
Purpose/Summary:	The purpose of this work-study position is to give students a unique opportunity to assist in the day-to-day operations of a fast-paced creative team
Essential Functions:	<ul style="list-style-type: none"> • The student must demonstrate enthusiasm, punctuality, reliability and excellent organizational and communication skills; have the ability to trouble-shoot and problem-solve • Responsible for design projects from start to finish as designer and project manager • Use resources to complete tasks and keep the project management system up to date on all projects each day • Responsible for project assets, both electronic and hard copy till completion • Learn Columbia College brand standards and act as brand ambassador • Able to type, file, answer phones, make copies and assist with organizing • Assist ad hoc with print production, merchandise and MIPS needs • Run miscellaneous on-campus errands and other duties as assigned on a case-by-case basis • Provide professional customer service, client relations and work collaboratively with college staff
Qualifications:	<ul style="list-style-type: none"> • Ability to fluently read, write, and understand the English language. • Professional communication skills, both oral and written • Must be reliable, organized, detail oriented, able to take initiative and ownership of assigned projects • Superior knowledge of Adobe Creative Suite (InDesign, Illustrator and Photoshop) and Adobe Acrobat • Working knowledge of Microsoft Office (Outlook, Excel and Word) • Able to lift or carry around 20 lbs. • Professional communications skills, both oral and written

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| | <ul style="list-style-type: none">• Must be able to type on a computer keyboard and use a computer monitor on a regular basis.• Must be reliable, organized, detail oriented, able to take initiative and ownership of assigned projects. |
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