

Student Employment Job Description

Job Title:	Student Assistant
Department:	Office of the Registrar
Rate of Pay:	2026/27 \$15
Location:	Columbia College Missouri Hall 324 1001 Rogers St., Columbia, MO 65201
Posted Date:	August 31, 2026- August 21, 2027
Supervisor:	Alyssa Young, Melanie Taylor
Purpose/Summary:	The student assistant will provide administrative support to the department in a variety of areas including daily operations, projects, initiatives, events and other duties as assigned.
Essential Functions:	<ul style="list-style-type: none"> • Greet visitors to the department. • Verify incoming paper transcripts are in OnBase. • Process returned mail address updates. • Scan international student paper files. • Filing registration or other forms. • Assist with various departmental projects. • Perform data research. • Assist with events such as preparing for commencement and new student Quest Day. • Assist with updating forms or documents. • Perform job duties in accordance with Columbia College's vision, mission and values, and contributes to the development of the Office of the Registrar. • Practice superior customerservice. • Fulfill additional responsibilities asassigned. • Display respect and civility to all constituencies in all communications. • Attend work timely and on a regular basis during the established hours ofoperation.

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 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.