

# Student Employment Job Description

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| <b>Job Title:</b>           | School of Business Instructor Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Department:</b>          | Robert W. Plaster School of Business                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Rate of Pay:</b>         | 2026/27 AY \$15 Per Hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Location:</b>            | Columbia College<br>Robert W. Plaster School of Business,<br>Columbia, MO, 65201                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Posted Date:</b>         | August 31, 2026- August 21, 2027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Supervisor:</b>          | Dave Hickman, Business Administration Department Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Purpose/Summary:</b>     | Student employees will work directly with the department chair and instructors to meet department and class-specific needs. Student employees must be courteous, friendly, and polite and must display respectful customer service skills when working with instructors, students, and other staff members. Team collaboration is often necessary, so the ability to work with others and be respectful of colleagues is essential.                                                                                                                                                                                                                                                                                                                                |
| <b>Essential Functions:</b> | <ul style="list-style-type: none"> <li>• Perform job duties in accordance with Columbia College's vision, mission, and values, and contributes to the development of the Business Administration Department.</li> <li>• Examples of duties include creation of reports, documentation, and informational documents; gathering and analysis of information data in various formats, copying, and filing.</li> <li>• Practice superior customer service.</li> <li>• Fulfill additional responsibilities as assigned.</li> <li>• Display respect and civility to all constituencies in all communications.</li> <li>• Attend work timely and on a regular basis during the established hours of operation; work additional hours as business necessitates.</li> </ul> |
| <b>Qualifications:</b>      | <ul style="list-style-type: none"> <li>• Ability to fluently read, write, and understand the English language.</li> <li>• Proficiency in using various computer and technology-related software and equipment, including Microsoft Office products and database systems.</li> <li>• Intermediate Knowledge of Excel data functions and features</li> <li>• 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.</li> </ul>                                                                                                                                           |