

Student Employment Job Description

Job Title:	Atkins-Holman Information Desk Assistant
Department:	Department of Student Affairs
Rate of Pay:	2026/27 AY \$15
Location:	AHSC 215 Columbia College 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 24, 2026- August 21, 2027
Supervisor:	Jennifer Zumsteg
Purpose/Summary:	The purpose of this work-study position is to serve as an informational guide to visitors of the campus as well as students.
Essential Functions:	<ul style="list-style-type: none"> • Responsible for giving directions to offices and buildings on campus. • Making sure the Commons area remains clean and clutter free, that furniture is arranged as diagramed, and that the TVs are always on. • Perform job duties in accordance with Columbia College's vision, mission and values, and contributes to the development of the Student Affairs Department. • Assisting with various tasks for the Human Resources office. • 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:	<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.

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| | <ul style="list-style-type: none">• Ability to work independently and in a team environment, with or without direct supervision.• Excellent communication, interpersonal, customer service, and organizational skills. |
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