

## Student Employment Job Description

<b>Job Title:</b>	Community Navigators
<b>Department:</b>	Student Affairs
<b>Rate of Pay:</b>	2026/27 Academic Year \$15 per hour
<b>Location:</b>	St. Clair 12 Columbia College 1001 Rogers St. Columbia, MO 65201
<b>Posted Date:</b>	August 31, 2026- August 21, 2027
<b>Supervisor:</b>	Teo Cooper
<b>Purpose/Summary:</b>	The purpose of this work-study position is to provide support to the advancement of the initiatives of the Community Development Office by providing education, programming, mentorship, and advocacy for students. The students will support the Community Development Officer in presenting training, workshops, and implementing focused on community development and other essential student-focused topics in alignment with the mission of the office.
<b>Essential Functions:</b>	<ul style="list-style-type: none"> <li>• The student must demonstrate enthusiasm, punctuality, reliability and excellent organizational and communication skills; have the ability to trouble-shoot and problem-solve</li> <li>• Flexibility in work schedule to accommodate shoots not within regular office hours</li> <li>• Other duties as assigned on a case-by-case basis</li> <li>• Assist with planning and implementation of the college’s community development events and programs.</li> <li>• Facilitate “We Are CC” community presentation to Foundations (COLL133) classes and other related presentations to classes as requested.</li> <li>• Supervise the community development office and other designated spaces during office hours.</li> <li>• Facilitate presentations to foster a strong sense of belonging during New Student Orientations, and in the residence halls.</li> <li>• Act as mentors to other students, providing guidance and support to help peers navigate college life and engage with resources available to them.</li> <li>• Work alongside the Community Resource Group to support events and initiatives that promote community and inclusivity.</li> <li>• Answer student questions and share information about community development initiatives, the office, and DEI initiatives.</li> <li>• Serve as an advocate for all students and groups in the community by referring them to appropriate resources and campus offices.</li> <li>• Participate in scheduled training programs per semester.</li> <li>• Support the daily administrative tasks of the community development office.</li> <li>• Serve as ethical representatives of the community development office on and off campus as necessary.</li> <li>• Attend work in a timely manner and on a regular basis, as scheduled.</li> </ul>

	<ul style="list-style-type: none"><li>• Perform job duties as assigned.</li></ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• Be a full-time enrolled student at Columbia College.</li><li>• Maintain a cumulative GPA of 2.5; special circumstances considered.</li><li>• Provide the names of two references from faculty, staff, or a student leader on campus.</li><li>• Demonstrate civic responsibility, a strong commitment to social justice, and a strong desire to help others in their journey of learning, discovery, and personal development.</li><li>• Have a desire to act as a positive role model to their mentees, be willing to candidly discuss their own college adjustment issues, and have a strong commitment to help their mentees prepare for the college experience.</li><li>• Excellent communication, interpersonal, customer service, and organizational skills.</li></ul>