

Student Employment Job Description

Job Title:	Student Engagement Assistant
Department:	Student Affairs
Rate of Pay:	2026/27 AY \$15
Location:	AHSC Office 237 1001 Rogers St. Columbia, MO 65216
Posted Date:	August 31, 2026- August 21, 2027
Supervisor:	Caleb Eubanks
Purpose/Summary:	This position plays an important role in the daily management of activities and organizations within the office of Student Engagement.
Essential Functions:	• Provides direct support to the Director of Student Engagement. • Demonstrate enthusiasm, punctuality, reliability, and excellent organizational and communication skills • Exhibit the ability to troubleshoot and effectively solve problems as they arise • Maintain flexibility in scheduling to accommodate working events or projects that occur outside of regular office hours • Maintain cleanliness and organization of the CIC Room and CSL office, including inventory of office supplies • Serve as a Student Experience Student Ambassador, representing the division in a professional and positive manner. • Assist with social media content, flyers and other promotional materials • Support the development of Student Organization content for the Student Engagement Newsletter • Develop forms, spreadsheets, presentation slides and other office documents • Assist with various projects and events throughout the academic year • Manage Google Docs and other software for Welcome Week and Leadership oriented events • Attend and participate in Student Experience student staff meetings. • Take on leadership roles in student organization trainings, presentations, and administrative initiatives. • Other duties as assigned within Student Experience • Excellent communication • Strong organization skills, attention to detail, along with the demonstration of initiative and dependability are necessary • Computer skills and experience working with Microsoft Word and Excel • All applicants must be self-motivated and able to work independently as well as collaboratively with a variety of different people and personalities

Qualifications:	• Perform job duties in accordance with Columbia College’s vision, mission and values, and contribute to the development of the Student Affairs Department. • Ability to fluently read, write, and communicate in English. • Strong proficiency in active listening, speaking, writing, critical thinking, decision-making, time management, and coordination. • Demonstrated skill in using Microsoft Office Suite, Google Workspace, and other relevant software and database systems. • Proficiency in web-based technologies and online database platforms. • Ability to work effectively both independently and as part of a team, with or without direct supervision. • Strong problem-solving skills with flexibility and openness to change. • Excellent communication, interpersonal, customer service, and organizational abilities. 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.
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	• Proficiency in 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.
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