

Student Employment Job Description

Job Title:	TRIO SSS Student Worker
Department:	TRIO Student Support Services – Student Affairs
Rate of Pay:	2026/27 Academic Year \$15.00 Per Hour
Location:	Columbia College, Williams Hall 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 2026- April 2027
Supervisor:	Kim Kinyon Coke
Purpose/Summary:	TRiO Student Support Services- Student employee is responsible for data entry, jumpstarting new initiatives, researching for topic specific flyers, filing, assisting in creating a welcoming space for students, designing projects (including graphic arts, bulletin board designs, and hand drawing), editing and creating Google forms, social media management and content creation, cleaning and upkeep of our physical facilities, workshop and activity promotion and implementation, serving as an accountability partner with their peers, and providing top-notch friendly customer service. Various odd jobs as needed.
Essential Functions:	• The student must demonstrate professionalism, enthusiasm, punctuality, reliability and excellent organizational and communication skills; have the ability to trouble-shoot and problem-solve • Perform job duties in accordance with Columbia College’s vision, mission and values, and contributes to the development of the Division of Student Affairs and the TRiO SSS Program. • Greet each student who visits TRIO warmly and create a positive, welcoming atmosphere. • Ensure that TRiO students sign in to TRIO. • Serve as an Accountability Partner, providing academic support to peers. • Answer student questions and share information about TRIO services. • Complete tasks (special, recurring, and daily) and projects from TRiO advisors, as assigned. • Maintain electronic and paper files and documentation. • Maintain Columbia House as a clean and welcoming home-away-from-home, for ex., water plants, clean surfaces, garden care, inventory supplies as needed, and check out equipment and textbooks for student loan. • Create flyers and other marketing/communications materials with oversight from TRiO advisors. • Create social media content and facilitate posts daily or as requested by TRiO Advisors. • Check TRIO emails and share information as needed. • Practice superior customer service through in person and virtual presence.

	• Fulfill additional responsibilities as assigned. • Maintain confidentiality. • Display respect and civility to all constituencies in all communications. • Flexibility in work schedule to accommodate events not within regular office hours
Qualifications:	• Ability to fluently read, write, and understand the English language. • Professional communication skills, both oral and written • Must be reliable, organized, detail oriented, able to take initiative and ownership of assigned projects • Be a current full-time CC day student in good academic standing. Strong preference will be given to TRiO participants. • Possess US citizenship. (A requirement of the TRiO SSS grant for TRiO participants.) • Be able to balance working for TRiO and meeting academic requirements. • Possess basic to advanced technology skills and/or be willing to acquire such skills.