



## Are you Work-Study eligible?

### The Undergraduate Advising Office is Hiring!

**Job Title:** Clerical Assistant

**Job Description:** Supporting the Office Support Staff in answering phones, directing students, managing student files, and refilling office supplies.

**Office hours:** Mon-Fri 8 am-5 pm  
Some weekends or evenings for training and staff meetings. Work hours will depend on your allotted funds through Work-Study.

**Starting Pay:** \$9.45

**Hiring Process:** Please sign in <https://career.missouri.edu/work-study-employment/> and apply for the ACAD1 job number.

**Need to Check for Eligibility?**  
Contact the Financial Aid office at 573-884-5335 or email at [mizzouSFA@missouri.edu](mailto:mizzouSFA@missouri.edu)

**Questions?** If you have any questions about the position please email them to: [freych@missouri.edu](mailto:freych@missouri.edu)

