



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: \$10.30

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

Questions? If you have any questions about the position please email them to: tiefenthalerl@missouri.edu

