



## Are you Work-Study eligible?

### The Business 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 at <https://career.missouri.edu/work-study-employment/> and apply.

#### **Need to Check for Eligibility?**

Contact the Financial Aid office at 573-882-7506 or email at [mizzouSFA@missouri.edu](mailto:mizzouSFA@missouri.edu)

#### **Questions?**

If you have any questions about the position, please email them to: [vaughnmi@missouri.edu](mailto:vaughnmi@missouri.edu)



University of Missouri