



## 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:** Monday – Friday, 8:00 am – 5:00 pm. Some weekends or evenings for training and staff meetings. Work hours will depend on your allotted funds through Work-Study.

**Starting Pay:** \$12.00

**Hiring Process:** Please sign in <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:

[umcbusadvisingdesk@missouri.edu](mailto:umcbusadvisingdesk@missouri.edu)



University of Missouri