

**Work Study Job Description**  
University of Montana Western  
710 S Atlantic St. Dillon MT 59725

**Department:** Residence Life/Bulldog Card Center

**Department Head:** Mike Piazzola

**Classification/Name of Position:** Bulldog Card Assistant

**Student's Supervisor:** Brittney Leibenguth      **Office/Location:** Bulldog Card Center, 208 Davis Hall

**Email Address:** brittney.leibenguth@umwestern.edu

**Phone #:** (406)683-7663

**Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:**

- Must possess a strong work ethic and be willing to troubleshoot
- Must be skilled in basic Microsoft office software (Excel, Word, etc.)
- Prior knowledge of campus card office operations desired
- Experience with adobe Photoshop preferred, but not required
- Must be willing to work games and events outside of traditional office hours

**Purpose/Role of the position:**

The Bulldog Card Assistant will play a key role in the planning and management of summer conference groups. They will also take an active role in helping prepare for Paw Prints for Success events throughout the school year and at the end of each semester. The Bulldog Card Assistant will serve as an active member of student involvement and will be required to assist with campus events throughout the days, in the evenings and on weekends.

**Duties/Responsibilities of the position & how they relate to the purpose/goal:**

- Producing and organizing conference meal cards for incoming summer groups
- Producing Bulldog Bucks gift cards
- Troubleshooting and answering basic card questions
- Taking inventory of Bulldog card supplies and equipment
- Assisting during busy events such as Bulldog Bound
- Assisting the Bulldog card manager in preparing for fall orientation
- Assisting the Bulldog card manager in the planning and preparation of materials for the Paw Prints for success program
- Performing basic office tasks such as answer the phone and transferring calls
- Assisting residence life office staff as needed
- Performing tasks as assigned by the bulldog card manager

**The Financial Aid Office will submit evaluations to each department prior to the end of each semester.**