Position: Admissions Office Assistant

Department: Admissions

Supervisor: Dianne Walker

Pay Range: $8.05 - $9.95

Description:
The University of Montana Western Admissions Office is seeking a State work study student for employment in the current school year. Duties include conducting campus tours for prospective students and parents and performing various office duties, including data entry, answering phones, filing paperwork, etc.

Students that apply for the Admissions Office Assistant position should be outgoing, friendly, committed, and detail-oriented as they will have direct contact with potential students to the university. Students should be dependable, independent, and organized workers.

Students interested in the position can pick up an application in the Admissions Office located in the James Short Administration Building.

A more detailed job description is available upon request.