

## JOB DESCRIPTION FORM

Position: La Cense Center for Equine Studies Student Assistant

Department: Equine Studies

Supervisor: Iola Else

Pay Range: \$9.00

Description: This position will require the student to be available for 10 hours per week, two hours per day either before the student's afternoon class, or after the student's morning class at the Montana Center for Horsemanship or the La Cense Center for Equine Studies.

Position will require the student to answer the phone, answer basic phone inquiries or take and relay messages, filing of horse papers and records, errands around campus, caretaking duties around the "Horse House," tours for visiting students to the Montana Center of Horsemanship and La Cense and other duties assigned.

There will be a part time position requiring van safety training and transporting students to and from La Cense. The student driver will be required to fill up the van and truck with fuel and be responsible for getting receipts to the Natural Horsemanship Liaison.

Position will be paid at \$9.00 per hourly wage.