

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

Department: Admissions

Department Head: Matt Allen

Classification/Name of Position: Evaluator's Assistant

Student's Supervisor: Janet Jones

Office/Location: Admissions/Short Building

Email Address: janet.jones@umwestern.edu

Phone #: 406-683-7331

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

- *must be able to maintain confidentiality*
- *must be able to pay attention to detail*
- *must be able to have a positive attitude*
- *must be a dependable individual*
- *must have computer/typing skills*

Purpose/Role of the position:

To aid the Admissions Evaluator by doing data entry and file maintenance.

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

- prepare application files*
- data entry, initial entry and updates*
- typing*
- filing*
- phone, admissions and operator calls (transfer, messages)*
- other office duties assigned by the evaluator/director as needed, such as/but not limited to:*
 - *occasional office coverage (while admissions staff is out)*
 - *occasional events helper (check in table, table runner)*

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