

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

**Department:** Biology

**Department Head:** Michael W. Morrow

**Classification/Name of Position:** Biology Department Assistant

**Student's Supervisor:** Michael W. Morrow

**Office/Location:** 320 Block Hall

**Email Address:** [michael.morrow@umwestern.edu](mailto:michael.morrow@umwestern.edu)

**Phone #:** 406-683-7254

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

- a minimum of course experience making solutions of known component concentrations
- a working knowledge of both laboratory and field biology equipment and supplies
- significant time management and organizational skills
- excellent ability to communicate with Biology faculty
- familiarity with biology and chemistry safety procedures

**Purpose/Role of the position:**

This position is necessary to assist biology faculty members with significant amounts of laboratory and field course prep work, assist with equipment and classroom organization, and controlling inventory of Biology Department equipment and supplies.

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

- prepare solutions and growth media
- clean glassware and other equipment used in courses
- inventory and organize Biology Department equipment and supplies
- clean and prepare field equipment for course use
- assist with microscope upkeep and cleaning
- other department related duties as assigned

All of these duties will contribute to assisting faculty with lab and field prep as well as organization of departmental equipment and supplies.

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