

Work Study Job Description

University of Montana Western
710 S Atlantic St. Dillon, MT 59725

Department: Block Hall Computer Lab

Department Head: Dr. Eric Dyreson

Classification/Name of Position: Block Hall Computer Lab Assistant (3)

Student's Supervisor: Dr. Eric Dyreson **Office/Location:** Block Hall 224

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Phone #: (406) 683-7275

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

1. Familiarity with scientific software:

- a. LaTeX and MS Word for document preparation,
- b. MatLab and Mathematica for statistical computation and modeling,
- c. LaTeX and Powerpoint for presentation preparation,
- d. LaTeX and Powerpoint for poster preparation,
- e. QGIS, Google Earth, and MatLab mapping toolbox for GIS analysis,
- f. Ability to install, troubleshoot and update software.

2. Responsibility for keeping computer lab open and functioning during operational hours.

3. Pay rate can increase with experience and a good performance record.

Purpose/Role of the position:

Block Hall Computer Lab Assistants keep the Block Hall Computer Lab open and functioning for students during operational hours.

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

Block Hall Computer Lab Assistants are responsible for keeping the computer lab open and functioning during operational hours. In addition, they should be able to assist students with the available scientific software. At various points in the year, they must be able to install, troubleshoot and update software when it is requested by faculty (invariably on short notice).

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