

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

**Department:** Conference Services

**Department Head:** Kathy Simkins

**Classification/Name of Position:** Event Worker

**Student's Supervisor:** Kathy Simkins

**Office/Location:** Matthews Hall, L&C Room

**Email Address:** [Kathy.simkins@umwestern.edu](mailto:Kathy.simkins@umwestern.edu)

**Phone #:** 406-683-7566

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

**Purpose/Role of the position:**

Provide assistance for an off and off campus groups or individuals that use Montana Western Facilities and Services for events.

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

Student positions are responsible for vendor assistance in a variety of job assignments providing general labor for events held on campus. Duties include host/hostess for events, set up/clean up, and banquet serving. Majority of hours are night and weekends. Duties may also include general office duties working in the Conference Services Office.

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