

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

**Department:** Education

**Department Head:** Estee Aiken

**Classification/Name of Position:** Teaching Assistant

**Student's Supervisor:** Connie Beck

**Office/Location:** MH 228

**Email Address:** [connie.beck@umwestern.edu](mailto:connie.beck@umwestern.edu)

**Phone #:** 406-683-7636

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

- Federal work study recipients
- P-3, Elementary and Secondary Education majors
- Criminal background check on file
- Commitment to serving diverse students

**Other Expectations:**

- Punctual and dependable: Show up according to agreed upon schedule, show up early, and show up ready to serve
- May require working on the Thursday of block breaks
- Able to lift 25-40 pounds
- Able to work for 2-3 hour blocks of time and about 10 hours per week

**Purpose/Role of the position:**

To support programming at District 10 schools and provide field experiences.

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

*Duties will include:* Assistance in delivery of instruction, tutoring individuals or small groups, preparation of instructional materials, assistance with behavior management, motivation and guidance in helping children succeed, assist in evaluation of student progress, assist administration and other staff, assistance with clerical and supervision duties, attend staff meetings if invited, help to uphold and enforce school rules/policies.

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