

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

Department: Office Simulation **Department Head:** Kevin Engellant

Classification/Name of Position: Lab Assistant

Student's Supervisor: Kevin Engellant

Office/Location: BTB 113

Email Address: kevin.engellant@umwestern.edu

Phone #: 406-683-7404

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

- Excellent customer service skills.
- An interest in or experience with computers is helpful but not required.

Purpose/Role of the position:

- Enhance the educational experience of students, faculty and staff.
- Give assistance and technical support to those students, faculty and staff that use the facility.
- Provide security for the Office Simulation during its open hours of operation.

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

- Give assistance and technical support to those students, faculty and staff that use the facility.
- Provide security for the Office Simulation during its open hours of operation.
- Keep Office Simulation lab, computers, monitors, keyboards and work areas clean.
- Answer the phone.
- The employee may be asked to assist with other Office Simulation tasks and duties as necessary.

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