

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

**Department:** Residence Life

**Department Head:** Michael Piazzola

**Classification/Name of Position:** Clerk/Office Assistant

**Student's Supervisor:** Wendy Mehring

**Office/Location:** Residence Life Office/208 Davis Hall

**Email Address:** [wendy.mehring@umwestern.edu](mailto:wendy.mehring@umwestern.edu)

**Phone #:** 406-683-7565

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

Superior customer service skills

Knowledge of general office procedures

**Purpose/Role of the position:**

The office assistant will be responsible for helping the Residence Life office with answering phones, filing paperwork, helping customers at the front counter and working on special projects as needed.

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

The office assistant will be responsible for helping the Residence Life office with answering phones, filing paperwork, helping customers at the front counter and working on special projects as needed.

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