

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

**Department:** Office of Development/Foundation/Alumni

**Department Head:** Roxanne Engellant

**Classification/Name of Position:** Office Helper

**Student's Supervisor:** Kelly Allen

**Office/Location:** Roe House

**Email Address:** [kelly.allen@umwestern.edu](mailto:kelly.allen@umwestern.edu)

**Phone #:** (406) 683-7306

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

Must have good computer skills.

Must be reliable and able to handle confidential materials and information.

Must have strong communication skills and ability to interact with the public and represent Montana Western in a professional manner.

**Purpose/Role of the position:**

To assist the Office of Development/Foundation/Alumni office in daily office duties.

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

Person must be responsible, detail oriented, accurate, and able to complete tasks with a minimum of supervision. Duties include but are not limited to the following: data entry/word processing, filing, photocopying, faxing, answering phones, transferring calls, taking messages, picking up and taking the mail, writing receipts, typing correspondences, running on campus errands and shredding of confidential documents.

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