

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

**Department:** VMX

**Department Head:** Ilene Cohen

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

**Student's Supervisor:** Ilene Cohen

**Office/Location:** SUB

**Email Address:** ilene.cohen@umwestern.edu

**Phone #:** 406-683-7311

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

Independent worker who is a self-starter, is able to work with the public, provide information to veterans about services and is outgoing and personable. This person will be the main point of contact for the center on a day to day basis and it is important that they are able to connect with our veteran students. This person must be able to liaise effectively with campus and community veteran and educational service providers.

**Purpose/Role of the position:**

Student will assist in the daily operation of the Veterans and Military Exchange (VMX). Students are required to adhere to the Confidentiality Agreement, and attend FERPA and educational services training prior to beginning duties. Students will put veterans and dependents in contact with the appropriate campus and community service providers. Students are expected to dress appropriately with the prescribed uniform when working in the VMX.

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

Taking messages

Scheduling appointments for veterans seeking educational services

Maintaining forms, media and copies in the VMX

Assisting veteran students and directing them to the appropriate service providers

Serve as an information resource for available veterans services

Various duties related to veteran and military services as assigned

Answering the phone at the VMX

Opening and closing the center

Maintaining the information boards and posting list of offices that are staffing the center

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