

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

Department: Admissions

Department Head: Matt Allen

Classification/Name of Position: Admissions Office Assistant

Student's Supervisor: Leslie Ferguson

Office/Location: Short Administration Building

Email Address: admissions@umwestern.edu

Phone: 406-683-7331

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position (if multiple pay rates & above minimum wage of \$9.20/hour):

Students that apply for the Admissions Office Assistant position should be outgoing, friendly, committed, and detail-oriented as they will have direct contact with potential students to the university. Students should be dependable, independent, and organized workers.

Purpose/Role of the position:

The University of Montana Western Admissions Office Assistants are a group of students selected to serve as hosts of the UMW as well as to contribute to the basic inner workings of the Admissions Office. Our office assistants are very important to the recruitment process. They can reach out to prospective students in a much different way than our Admissions Representatives or mailings could. As current students of Montana Western, Admissions Office Assistants can share their experiences of UMW with prospective students, tell them what it is like to live in the resident halls, eat cafeteria food, adjust to classes and academics, etc. The job of an office assistant is to be positive, but honest, about their experiences at Montana Western. Our office assistants are expected to show pride in the University of Montana Western through their treatment of visitors as well as in their office work.

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

Duties include conducting campus tours for prospective students and parents and performing various office duties, including data entry, answering phones, filing paperwork, etc.

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