

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: Summer Admissions Office Assistant

Student's Supervisor: Leslie Ferguson

Office/Location: Admissions Office

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:

The Admissions Office Assistant 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:

Work study will work under the office manager in performing various duties in the office.

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, and filing paperwork.

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