

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: Tour Guide /Office Assistant

Student's Supervisor: Robyn Driver

Office/Location: Admin Building

Email Address: robyn.driver@umwestern.edu

Phone #: 406-683-7331

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

Outgoing personality, can relate to all types of people, leadership qualities, comfortable with talking to groups. Willing to do a number of office duties as assigned, including answering the phone. Assistant will be greeting anyone who comes to the office and be able to answer questions about our university. Give a lot of customer service.

Purpose/Role of the position:

Give guided tours to prospective students & assist w/ office duties

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

Our students may be the first contact our prospective students have with any of our current students & we want the experience to be positive and fun.

Help in the office with data entry, filing, greeting customers, answering the phones and representing the University.

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