

## Work Study Job Description

University of Montana Western  
710 S Atlantic St. Dillon MT 59725

**Department:** Advising

**Department Head:** Randy Johnson

**Classification/Position:** Office Assistant

**Student's Supervisor:** Sheyinoa Mata'afa

**Office/Location:** MH 214

**Email Address:** sheyinoa.mataafa@umwestern.edu

**Phone:** 406-683- 7048

**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 \$9.95/hour):**

- Professional manner in person and on the phone
- Attention to detail
- Excellent filing skills
- Basic computer skills
  - MS Office Suite (Word, Excel, PowerPoint)
  - Outlook Email and Calendar
  - DAWGS
  - Banner

### **Purpose/Role of the position:**

The Academic Advising Center provides students with a central point of contact for help in reaching their academic goals by connecting them with their faculty advisor and giving them information needed to make informed decisions regarding their academic success. This position will aid the academic advisors by helping students by phone and in person by answering general questions.

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

Duties include:

- Be knowledgeable of all forms
- Answer general questions
- Direct students to appropriate advisor for consultation; may include obtaining information through Banner
- Answer phones, make appointments, maintain calendar
- Prepare files for Advisor appointments
- Maintain documentation for student files. (May include preparing new files, copying evaluations, and any correspondence with students. This office is moving paperless, so there will be scanning and labeling.)
- Keep office information updated
- Make all forms available for general student use (copying and stocking)
- Process mail daily
- Keep front office neat and orderly

### **Mandatory Policies:**

- Must sign a confidentiality waiver
- Follow FERPA regulations- Must take part in the UMW FERPA training before access to Advising's DAWGS & Banner
- Adhere to UMW Employment Policies

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