

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

Department: BARC **Department Head:** Bill Wilson

Classification/Position: BARC Welcome Desk

Student's Supervisor: Casey Parrott **Office/Location:** BARC 153

Email Address: casey.parrott@umwestern.edu **Phone #:** 683-7419

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 \$8:30/hour):

Dependable, reliable, personable, friendly and outgoing.

Purpose/Role of the position:

Maintain building security, provide information to public, and gather data on building usage.

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

Provide information on athletics, monitor building usage, and help secure building.

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