

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

Department: Biology

Department Head: Michael Morrow

Classification/Position: Biology Department Assistant

Student's Supervisor: Michael Morrow

Office/Location:

Email Address: michael.morrow@umwestern.edu

Phone: 406-683- 7254

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):

Purpose/Role of the position:

The purpose of the Biology Department Assistant is to prepare and organize labs and classrooms for instruction.

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

Duties include:

- Washing glassware
- Preparing media and solutions
- Inventorying department assets
- Cleaning and organizing storage spaces and labs
- Additional duties as required.

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