

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

**Department:** Career Services      **Department Head:** Randy Johnson

**Classification/Name of Position:** Career Services Assistant

**Student's Supervisor:** Susan White    **Office/Location:** Lower Level Library Room 006

**Email Address:** susan.white@umwestern.edu      **Phone #:** 406.683.7143

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

Must be proficient in Microsoft Excel and Word, and database editing.

Must be able to communicate clearly, verbally and through email, with students, staff, and community members.

Requires a high-level work ethic of responsibility, reliability, and punctuality.

Strong interpersonal skills.

Starting pay: \$10.50

**Purpose/Role of the position:**

The career services assistant posts and updates all job opportunities to the career services website page. Additionally, the assistant participates in the distribution of graduate surveys, data entry of survey results and mailing of surveys to post graduate alumni. The assistant provides guidance to students on how to locate job postings and how to access OptimalResume and MCIS websites, and answers basic questions on the use of those software programs. The career services assistant participates in resume, cover letter and interview skills workshops with the career services manager.

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

Update the Career Services online job board in a timely manner.

Update the job opportunity wallboards.

Be aware of Learning Center activities and help students who may come in.

Assist students in accessing OptimalResume and answer basic questions about the software.

Assist students in accessing the Montana Career Information System (MCIS) and answer basic questions.

Assist in distributing, scanning, and data entry of surveys, to include mass mailings to alumni.

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