

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

**Department:** Communications

**Department Head:** Matt Raffety

**Classification/Name of Position:** Writer

**Student's Supervisor:** Matt Raffety

**Office/Location:** Roe House

**Email Address:** matt.raffety@umwestern.edu

**Phone #:** 406-683-7301

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

- Interest and background in writing/reporting/journalism
- Position will entail becoming proficient in AP style and tailoring writing formats from formal press releases to web articles and student interest/success stories

**Purpose/Role of the position:**

- To assist Communications in the coverage and writing of UMW events and student/faculty/staff achievements for use as promotional materials for Montana Western
- To provide students enhanced skills in industry-standard practices

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

- Utilize AP style and Microsoft Word software to produce and submit written materials as assigned that promote the UMW story/events and student/faculty/staff achievements and success
- Coordinate with supervisor to ensure deadlines are met
- Coordinate with editor to meet consistency requirements for written materials

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