

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

Department: Education/Office of Field Experience Division Chair: Estee Aiken

Classification (Name) of Position: Office Assistant

Student's Supervisor: Connie Beck Office/Location: MH 228

Email Address: connie.beck@umwestern.edu Phone #: 406-683-7636

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):

The student worker in the Office of Field Experience/Education Division in addition to being a current Education student at the University of Montana Western MUST:

- Be detailed oriented, neat and organized
- Be dependable and responsible
- Have knowledge of general office procedures – filing, copying, typing
- Have a general understanding of Microsoft Office suite, preferably Excel and Word
- Preserve the confidentiality of student records and information maintained in the office

Purpose/Role of the position:

The purpose of the student worker role in the Field Experience/Education Division Office is to provide general office assistance to office personnel and Education Division faculty.

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

- Assist with filing, copying, scanning, data entry
- Work with a variety of faculty and students
- Other office-related duties or tasks as assigned

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

Supervisor's Signature: Connie Beck Date: 07/24/2023

Printed Name: Connie Beck