

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

Department Environmental Science

Department Head Arica Crootof

Classification(Name) of Position Equipment and Logistical Manager (ie: reading tutor 1; reading tutor 2; lab assistant; library tech 1 or 2; clerk etc.)

Student's Supervisor Spruce Schoenemann Office/Location Block Hall Rm 126

Email Address Spruce.Schoenemann@umwestern.edu Phone # 406-683-7623

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 \$10/hour):

Ability to manage pre-existing database with training
Ability to label and organize equipment
Ability to ask questions
Ability to problem solve and make decisions
Ability to work off a list
Ability to prioritize
Has initiative to contribute to team success. Soph or Jr. Env.Sci Major preferred
Pay will start at \$10/hr and student will work 5-7 hours a week.

Purpose/Role of the position:

This position will support the Environmental Sciences Department in delivering its field and lab based programs through managing department logistics, gear, lab space and equipment

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

Maintaining gear inventory with aid of database
Data entry
Maintaining gear and equipment
Organizing field equipment, rocks collections and lab equipment
Assisting with department ordering
Assisting with scheduling and logistics of field and lab days
Photocopying field maps and lab sheets for courses
Lab set-up and take down (includes washing lab glassware)
Occasional driving for field trips; key pickup
Assist in organizing department events
Additional duties may include data entry and data editing from field data collected by classes or other activities that support the experiential nature of department courses

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

Supervisor's Signature: _____ Date: _____

Printed Name: _____