

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

Department: Environmental Science **Department Head:** Spruce Schoenemann & Rebekah Levine

Classification/Name of Position: Equipment & Logistical Manager

Student's Supervisor: Spruce Schoenemann

Office/Location: Block Hall, room 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:

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. Sophomore or junior Environmental Science major preferred.

Pay will start at \$8.50/hr and student will work 8-10 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:

Maintain gear inventory with aid of database

Data entry

Maintain gear and equipment

Organizing field equipment, rocks collections and lab equipment

Assist with department ordering

Assist with scheduling and logistics of field and lab days

Photocopy 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.