

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

**Department:** Equine Studies

**Department Head:** Iola Else

**Classification/Name of Position:** Student Assistant at the Montana Center for Horsemanship

**Student's Supervisor:** Iola Else

**Office/Location:** Business and Technology Room 201

**Email Address:** [iola.else@umwestern.edu](mailto:iola.else@umwestern.edu)

**Phone #:** 406-925-0322 or 406-683-7539

**Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:** The student must be able to drive a van, work with Natural Horsemanship Instructors, and understand the wellbeing of horses. The Equine Department would prefer a Natural Horsemanship major.

**Purpose/Role of the position:** The purpose of the position will be assisting in the wellbeing of the horses and students at the Montana Center for Horsemanship. The student will assist in keeping horse paperwork and records. They will assess the safety and health of horses and students while at the MCH. The student will report to an instructor, veterinarian, or the Department Chair if a horse or student needs attention.

**Duties/Responsibilities of the position & how they relate to the purpose/goal:** The student will make sure that all horses are in good health, they will clean parking lot and arenas when necessary, relay messages from campus to NH instructors and back to campus, assist with tours of the Montana Center for Horsemanship, fill in at the La Cense Center for Equine Studies, answer phones, fill up truck and van with fuel and take receipts to the Facilities Service Office. The student will keep the bathrooms, kitchen and classroom sanitized after use. They will attend Equine Department meetings when available.

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