

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

**Department:** Financial Aid

**Department Head:** Louise Driver

**Classification/Name of Position:** Financial Aid Office Assistant

**Student's Supervisor:** Amanda Burgstrom

**Office/Location:** James Short Administration Building

**Email Address:** [amanda.burgstrom@umwestern.edu](mailto:amanda.burgstrom@umwestern.edu)

**Phone #:** 406-683-7516

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

A successful candidate must possess a high level of professionalism and strive to provide excellent customer service. Because this position will often handle documents containing private information, the Financial Aid Office Assistant must be able to maintain confidentiality. Having an understanding of general office procedures is desired, but not required.

**Purpose/Role of the position:**

The Financial Aid Office Assistant will support Financial Aid Staff in basic office procedure and perform tasks as assigned.

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

- Kindly greet students and families at the window
- Ability to take clear and concise phone messages
- Check-in student documents as they are received
- Assist with general office tasks: filing, copying, data entry, etc.
- Check the office mailbox
- Other projects as assigned by Financial Aid Staff

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