

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

Department: Financial Aid Office

Department Head: Louise Driver

Classification/Name of Position: Financial Aid Assistant

Student's Supervisor: Louise Driver

Office Location: Short Administration Building

Email Address: louise.driver@umwestern.edu

Phone: 406-683-7893

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

- Friendly
- Good Customer Service
- Dependable
- Detail-Oriented
- Organized
- Confidentiality is a requirement
- Background check required by Human Resources
- Starting wage is minimum wage. Increased wages are possible with experience

Purpose/Role of the position:

- Assist the Financial Aid Office with daily tasks and providing great customer service
- Cross-train with Registrar and assist in areas as needed

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

Students will assist all Financial Aid Staff with daily office duties in the following areas:

- Filing
- Answering phones
- Helping students/parent with questions
- Data entry into Banner Software and Excel Spreadsheets
- Create files & labels
- Check/Sort mail Daily
- Assist with mailings
- Assist students with completion of FAFSA
- Other duties as assigned

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