

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

Department - Facilities Services
Department Head - Michael Brown

Classification(Name) of Position - Clerical
Student's Supervisor – Joe Chipponeri
Office/Location - facilities

Email Address – joseph.chipponeri@umwestern.edu
Phone #406-683-7326

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 \$8:30/hour):

A working knowledge of Microsoft Office (Excel, Word, Access) and a **good** command of spelling and grammar is necessary. Need to be **detail-oriented** and flexible.

Purpose/Role of the position:

To assist office staff.

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

Data entry, including but not limited to, work orders, inventory issues, and motor pool reservations. General office duties include filing (including updating of existing files and building of new files), copying, laminating, answering phones, and customer service.

At times, the position may be required to perform custodial, motor pool, and/or grounds work in the Facilities Services department.

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