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### Work Study Job Description

University of Montana Western  
710 S Atlantic St. Dillon MT 59725

**Department:** *Facility Services*

**Department Head:** *Michael Brown*

**Classification/Name of Position:** *Office Help*

**Student's Supervisor:** *Vanessa Rogers*

**Office/Location:** *Engineers House / Facility Services*

**Email Address:** *Vanessa.rogers@umwestern.edu*

**Phone:** *406-683-7142*

**Pay Rate:** *\$13.00/hr*

**Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:** *Communication skills - Answer phone, deliver messages, handle situations. Organized - Paper filing / knowledge of data entry.*

**Purpose/Role of the position:** *Assisting office Admin of Paper work; Answering phone*

**Duties/Responsibilities of the position & how they relate to the purpose/goal:** *Self motivated - staying busy, Attention to detail.*

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