

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

**Department:** Fine Arts – Glass Program

**Classification/Name of Position:** Tutor

**Student's Supervisor:** Ruth King

**Office/Location:** Emerick Art Building

**Email Address:** Ruth.King@umwestern.edu

**Phone #:** 406-683-7344 (available after August 1<sup>st</sup>)

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

- Maximum of 20 hours in a two-week period

Preferred:

- First Aid training
- Previously enrolled in three glass courses

Pay Range: \$8.05 - \$9.95/hr (commensurate with experience)

**Purpose/Role of the position:**

The tutor work study student will provide students with additional technical and conceptual assistance on class projects outside of class time. As such, applicants for the tutor position must be in the advanced stages of their own study in visual arts or glass. The tutor must be educated about the studio equipment, safety procedures, shop etiquette, and first aid. The tutor must be available to students during non-class hours and during their lab times.

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

1. Help students with their course assignments by providing them technical and conceptual guidance during student lab times
2. Help maintain clean and safe studios
3. Help students understand and follow the correct safety procedure
4. Assist students with first aid needs

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