

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

Department: Equine Studies

Department Head: Iola Else

Classification/Name of Position: La Cense Center for Equine Studies Student Assistant

Student's Supervisor: Iola Else

Office/Location: Business and Technology Building Room 201

Email Address: iola.else@umwestern.edu

Phone #: 406-925-0322 or 406-683-7539

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

We would prefer that the students be Natural Horsemanship majors and have experience with horses. The student will need to take van safety so that they can drive the equine van. They need to be personable as they will be working with students, potential students and parents.

Purpose/Role of the position:

The La Cense Center for Equine Studies position will assure that someone will be available at set times to collect paper work on horses, answer phones, relay messages and meet with students and parents. They will sanitize desks and computers.

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

The position at the La Cense Center for Equine Studies will require the student to answer the phone, answer basic phone inquiries or take and relay messages, filing of horse papers and records, errands around campus, caretaking duties around the "Horse House," tours for visiting students and parents to the Montana Center of Horsemanship and La Cense Montana and other duties assigned.

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