

## **Work Study Job Description**

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

**Department:** Communications

**Department Head:** Matt Raffety

**Classification/Name of Position:** Media Assistant

**Student's Supervisor:** Matt Raffety

**Office/Location:** Roe House Second Floor

**Email Address:** [matt.raffety@umwestern.edu](mailto:matt.raffety@umwestern.edu)

**Phone:** 406-683-7201

**Pay Rate:** \$10.25 – \$13.00 based on experience

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

- This position requires an interest and passion in all types of media production including photography, writing, design, video production and editing, and web site content formatting.
- Pay rate will be based on previous experience and quality of work performed over time in the position.

### **Purpose/Role of the position:**

- To advance the mission of the university and support the efforts of University Communications in raising awareness of Experience One, sharing examples of community partnership, and demonstrating student engagement, connection, success, and support.

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

- Receive training and perform tasks as designated by the position's supervisor and in collaboration with members of the Communications Team.
- Must be able to meet deadlines and be independently motivated.
- Photograph academic courses in action to demonstrate examples of experiential learning, the heart of Experience One.
- Photograph campus events, student life, and campus and community partnership activities to demonstrate the themes of connection and collaboration.
- Write descriptions for photos, posts for social media, articles and press releases promoting UMW.
- Film video footage and edit footage into usable clips and short movies for use on social media, the website, and other applications as needed demonstrating Experience One.
- Assist with compiling and editing campus reports for Board of Regents meetings.
- Update website content, including photos, articles, pages, employee directory, online forms, alt text, and other areas as assigned.

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