

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: Print Shop Assistant

Student's Supervisor: Kayla Schmeisser

Office/ Location: STC 002

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Phone: (406) 683-7170

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

Pay Rate: \$13.00 per hour.

No prior print shop experience is necessary. Training will be provided.

- Ability to understand and follow oral and written instructions.
- Knowledge of and willingness to adhere to safe work practices.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to communicate effectively, both orally and in writing.
- Ability to set up and operate photocopy machines.
- Willingness to use critical thinking to troubleshoot equipment and print shop processes.

Purpose / Role of the position:

Assist print shop staff to provide printing services for UMW at the highest level of quality possible.

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

- Operation of a variety of print shop equipment including xerox copiers, saddle stitcher, cutting shear, cash register, letter stuffer, paper folder, mailing equipment, and basic computer usage.
- Processing, folding, trimming, and collating print materials both manually and with machinery.
- Assist with quality control, inventory management, and delivery of finished materials.
- Basic office management including customer service.
- Ability to adhere to deadlines and manage workload that is constantly in flux.

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