

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

Department: Campus Services

Department Head: Deb Richardson

Classification/Name of Position: Printing and Office Assistant

Student's Supervisor: Verna Hand

Office/Location: STC002

Email Address: verna.hand@umwestern.edu

Phone #: 406-683-7170

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

Must be able to follow direction for given tasks and be able to repeat those tasks with little to no supervision at times. Must have good customer service skills and be able to gather special instructions from customers. Familiarity with Excel is a plus and experience with Point of Sales services is helpful. Rate of pay is determined by longevity of the employee in Printing & Graphics. Summer workers are often paid a higher rate of pay than they will be paid during fall and spring semesters.

Purpose/Role of the position:

To assist the director in the completion of jobs that come into the center in a timely fashion.

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

Duties include being the first point of contact with the customers as they come into the Center, the student must utilize good customer service in their interaction with the customer. Accept the work, gather and record any special instructions, check-in work, complete the work and make deliveries as needed. Students also assist with bulk mailings that come into the center.

Equipment that the students will be operating include: Xerox copiers, saddle stitcher, a binding machine and cash register.

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