

Work Study Job Description

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

Department: Student Affairs

Department Head: Nicole Hazelbaker

Classification/Name of Position: Student Wellness/Engagement

Student's Supervisor: Emily Curtis

Office/Location: BARC 109

Email Address: Emily.curtis@umwestern.edu

Phone: 406-683-7047

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

Empathy and compassion, active listening skills, must be able to move and lift weights up to 50lbs, knowledge of campus resources, maintain confidentiality, ability to clean work out equipment, friendly and outgoing, knowledge of overall wellness, time management, self-motivated, interpersonal skills, and strong communication skills.

Purpose/Role of the position:

Assist the Student Engagement Program Manager and complete tasks/duties given throughout the day.

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

Peer support and connection, staffing/cleaning the wellness center, running errands, assist with student affair office duties/tasks, promoting wellness programs, helping with organizing wellness events, collaboration with campus partners, and building a positive campus culture.

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