

JOB DESCRIPTION FORM

Position: Student Assistant
Department: Foundation /Office of Development (Work Study)
Supervisor: Kelly Allen
Pay Range: \$9.95 an hour

Description:

This is a work study position for the Foundation, Development & Alumni Office for the academic year.

As part of the Montana Western Foundation, Development Office and Alumni Office, the student assistant performs a broad spectrum of office support to assist in achieving the mission of the foundation.

Duties/Responsibilities:

Duties include but are not limited to the following: data entry/word processing, filing, photocopying, faxing, answering phones, transferring calls, taking messages, picking up and taking the mail, writing receipts, typing correspondences, running on campus errands, shredding of confidential documents and assisting at foundation and alumni events when possible.

Qualifications:

- Reliable and able to handle confidential materials/information.
- Computer skills; specifically, Microsoft Word and Excel
- Strong communication skills and ability to interact with the public; Customer Service
- Attention to Detail
- Able to complete tasks with minimal supervision
- Able to represent Montana Western in a professional manner

Application:

Please bring a resume to Kelly Allen in the Roe House. A brief interview may be needed if multiple applications are received.

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