

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

Department: Student Wellness

Department Head: Nicole Hazelbaker

Classification/Name of Position: Student Wellness Office Assistant

Student's Supervisor:

Office/Location: Dean of Students Center

Email Address: **Phone #:** 406-683-7389

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

Working in the Student Wellness Office/Dean of Students Center is a highly rewarding job and is in a fantastic working environment with exceptionally friendly co-workers and supervisors. There are many advantages and rewards to this job provided you are the right candidate. The Student Wellness office assistant must be able to work Monday through Friday. The student must have qualified for and been granted **federal work study** for the current academic year. In addition, they must be creative, enthusiastic, extremely reliable, and possess excellent computer skills.

Purpose/Role of the position:

The University of Montana Western Student Wellness office assistant is selected to serve as a representative of the Student Wellness Office located at the Dean of Students Center. The Student Wellness Office/Dean of Student's Center contains many confidential situations. The Student Wellness Office/Dean of Students Center takes confidentially very seriously, and it is important that if you see someone outside of the office not to ask them why they were in the Dean of Student Center or Wellness Office. It is also, important never to discuss what happens in the Student Wellness Office/Dean of Students Center.

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

Clerical

- A. Work a dependable 8-10 hours per week. Times can flex with each block but should remain consistent for the duration of that block.
- B. Assist with marketing health promotion programs.
- C. Download promotional materials each week, make copies, and post in the Health Dimension holders in each bathroom stall on campus.
- D. Assist student wellness coordinator with any health promotion activities on campus.
- E. Answering phones and taking messages.
- F. Other duties as assigned.

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