

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

Department Admissions

Classification(Name) of Position Evaluator's Assistant

Student's Supervisor Janet Jones Office/Location Admissions/Short Building

Email Address [janet.jones@umwestern.edu](mailto:janet.jones@umwestern.edu) Phone # (406) 683-7331

**Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position (if multiple pay rates & above minimum wage of \$8:30/hour): \$10/hour, 15 hours/week**

- \*must be able to maintain confidentiality*
- \*must be able to pay attention to detail*
- \*must be able to have a positive attitude*
- \*must be a dependable individual*
- \*must have computer/typing skills*

**Purpose/Role of the position:**

*To aid the Admissions Evaluator by doing data entry and file maintenance.*

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

- prepare application files*
- data entry, initial entry and updates*
- typing*
- filing*
- phone, admissions and operator calls (transfer, messages)*
- other office duties assigned by the evaluator/director as needed, such as/but not limited to:*
  - \*occasional office coverage (while admissions staff is out)*
  - \*occasional events helper (check in table, table runner)*

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

Supervisor's Signature: *Janet L. Jones*

Date: April 13, 2023

Printed Name: Janet Jones