

Work Study Job Description

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

Department: Office of Institutional Research (OIR)

Department Head: Charity Walters

Classification/Name of Position: Student Asst. for Institutional Research

Student's Supervisor: Charity Walters

Office/Location: MH 210

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Phone: 406-683-7213

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position: Pay for this position is \$ 13/hr.

- Basic skills in and familiarity with Microsoft office such as excel, word, and outlook.
- Proficient in basic math.
- Detail Oriented, with ability to focus on repetitive numbers and texts over an extensive period of time.
- Able to handle confidential matters in a professional manner.
- Able to work independently.
- Willing to utilize artificial intelligence and learn new software as applicable.
- Able to work up to 10 hours per week. Schedule is flexible, but hours will be expected to be completed between M-F 9-5.
- Must be eligible for Federal Work Study.

Purpose/Role of the position: The institutional research work study primarily assists OIR in data entry and clean up. This position will also assist the IR director in maintaining the campus request log and keeping it updated so campus constituents are aware of progress on their individual request and when they can be expected. Depend on skill level and job progression over time some opportunities to work with developing charts and report building with programs such as Power BI, Tableau, and Excel may occur.

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

- Clean up data in Banner, Excel Reports, and other reporting systems as assigned.
- Enter data into Banner, Excel Reports, and other reporting systems as assigned.
- Assist in designing and proofreading charts and reports
- Assist in maintaining the campus IR request forms and logs to keep the campus informed of progress on individual requests for data.

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