

Native + Indigenous Culture Center Work-Study

Department: Native + Indigenous Culture Center (Sun River Wing – Room 1220)

Employer: Great Falls College MSU

Job Description:

Students working the Native + Indigenous Culture Center will: greet students in-person and over the phone, help students with computer equipment, assist with events, provide information about campus and community resources, tidy space and stock supplies, and other duties as assigned.

Qualifications: computer skills including Microsoft Word, Excel, and Outlook; willingness to greet students and assist them in use of computer equipment; understanding of confidentiality requirements; good communication skills; ability to stay focused on task with minimal supervision. *Understanding of Native American culture preferred*; monthly staff meeting required.

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