FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Office Assistant
Department: SAHP
Number of Positions: 1
Contact Person: Linda Bottom
Phone Number: 559-7428

Primary Duties and Responsibilities:
• Management of graduate faculty application process
• Assistance with development of content for the MSIA web site.
• Email communication with students and faculty to regarding program updates & issues, and to remind students of upcoming deadlines.
• Administrative coordination of the MSIA seminar series (room scheduling, email seminar reminders, keep the master calendar of presentations)
• General electronic filing and office duties
• Assist in the development of MSIA social media, communication plan and web site

Special Skills Required:
Comfortable with use of Word and excel

Supervisor (If different than Contact name listed above):
Linda Bottom

Number of hours/week per position:
10 hours per week

To be considered employed in a community service job for FWS purposes; an FWS student does not have to provide a “direct” service. The student must provide services that are designed to improve the quality of life for community residents or to solve particular problems related to those residents’ needs. A school may use its discretion to determine what jobs provide indirect or direct service to the community.

Do you consider this position to be a community service job?  __NO___

Contact: Students will schedule interviews with your department. When you have selected a student to work in your area, contact Meghan Moore, UNMC Office of Financial Aid, Student Life Center, Room 2080, Campus Zip 984265, (402) 559-4199 or (800) 626-8431 or meghanmoore@unmc.edu

Revised 9/2/15