

## **FEDERAL WORK STUDY JOB DESCRIPTION**

**Job Title: Wellness Assistant**

**Department: EngAge Wellness**

**Number of Positions: 4-5**

**Contact Person: Jeannie Hannan**

**Phone Number: 402/552-7227**

**Duties and Responsibilities: Wellness Assistant Work Study employees are responsible for opening and/or closing the center. Duties may include: assisting participants, monitoring the use of the fitness room, conducting tours with prospective participants, cleaning exercise equipment, answering phones, checking memberships, collecting monies, filing, assisting with group movement instruction, and other duties as assigned.**

**Special Skills Required: Fitness experience; interest in working with older adults; must be able to bend, squat, kneel, and lift at least 10 lbs,; ability to work independently; self-directed; and CPR certification.**

**Supervisor (If different than Contact name listed above): same as above**

**Hours are not more than 20 hours per week while student in enrolled in classes.**

**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?   YES**

**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 2017, Campus Zip 984265, (402) 559-4199 or (800) 626-8431 or meghanmoore@unmc.edu.**

January 2018

Approved by Financial Aid