Job Title: Front Desk Clerk
Department: EngAge Wellness

Number of Positions: 1 - 2
Contact Person: Jeannie Hannan
Phone Number: (402)552-7227

Duties and Responsibilities: Assist participants, monitor the use of the fitness room, conduct tours with prospective participants, light cleaning, answer phones, check memberships, collect monies, filing of daily exercise logs, and other duties as assigned.

Special Skills Required:
- Interest in working with older adults
- 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 2080, Campus Zip 984265, (402) 559-4199 or (800) 626-8431 or meghanmoore@unmc.edu.

Revised June 5, 2014