FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Office Assistant

Department: College of Allied Health Professions
            Allied Health Administration Division

Contact Person: Linda Bottom
Phone Number: 402-559-5926

Number of Positions: 2

Duties and Responsibilities: Assist faculty/staff with
- Copying and scanning
- Data entry into Excel spreadsheets, databases
- Filing and phone communication
- Word documents
- Other areas as determined by supervisor

Special Skills Required:
Basic office/computer skills, Excel and Word

Supervisor: If different than contact listed above

Number of hours/week per position:
Maximum is 40 hours per week during periods student is not enrolled in courses or during breaks. Part-time 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? 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.

Approved by the Financial Aid Office
8/17/16