FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Bookstore Clerk  Department: UNMC Bookstore

Number of Positions: 2  Contact Person: Tina Spencer
Phone Number: 559-5842

Duties and Responsibilities: Variety of clerical functions including: Processing orders, filing, straightening merchandise and general housekeeping tasks. Operate cash register and automated inventory control system.

Special Skills Required: Basic computer skills helpful.

Supervisor (If different than Contact name listed above):

Number of hours/week per position: 10 – 15

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? _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

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