FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Workstudy
Department: COD-Administrative

Number of Positions: One
Contact Person: Bev Hulsebusch
Phone Number: 472-1342

Duties and Responsibilities: Assembling application packets, distributing mail, mimeographing, assist with student registration, data entry and general office duties.

Special Skills Required:

Supervisor (If different than Contact name 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? ______

Contact:
Students will schedule interviews with your department. When you have selected a student to work in your area, contact Crystal Quarterio, UNMC Office of Financial Aid, Student Life Center, Room 2081 Campus Zip 984265, (402) 559-7265 or (800) 626-8431 or cquarterio@unmc.edu.

June, 2011