FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Student Clerk  
Department: Neurological Sciences

Number of Positions: One  
Contact Person: Lisa McCann
Phone Number: 559-4496

Duties and Responsibilities: Data entry, copying, filing, collating, phone reception and phone data collection, transporting files/documents, general office work. Other duties to be assigned.

Special Skills Required: Able to use a computer, Microsoft Word, and Excel. Good organizational and communication skills.

Supervisor (If different than Contact name listed above):

Number of hours/week per position: 10

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, Direct phone (402) 559-4199 email meghanmoore@unmc.edu.

July 9, 2014 Revised