FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: West NE – Assistant
Department: CON-WND

Number of Positions: 1
Contact Person: Jerold Schledewitz
Phone Number: 402-253-7588

Duties and Responsibilities: Duties include general computer updates, assist with course setup and remote connections, set up computer hardware and install software.

Special Skills Required: Computer knowledge and able to follow directions.

Number of hours/week per position: 10-15 hr.

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 2017, Campus Zip 984265, (402) 559-4199 or (800) 626-8431 or meghanmoore@unmc.edu

Revised June 6, 2014