FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: West Nebraska - Clerical
Department: CON - WND

Number of Positions: Two
Contact Person: Dr Susan Wilhelm
Phone Number: 308-632-0410

Duties and Responsibilities: Duties will include general clerical work i.e., filing, copying, answering phone, shredding, etc... Set up and clean the clinical labs. Other duties as assigned.

Special Skills Required: Basic math and computer skills. Must be able to follow directions and have the ability to operate general office equipment. Necessary skills also include word processing and data entry.

Supervisor (If different than Contact name listed above): Linda Dobson/Bobbi Hartshorn
308-632-0411 – 308-632-0410

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

Revised June 6, 2014