FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Work Study Student  Department: CON - UNL
Number of Positions: One  Contact Person: Tom Mason
Phone Number: 472-3656

Duties and Responsibilities: Assists in various types of general office work such as typing, filing, copying, collating, scanning, running errands and various other general office tasks. Other work tasks consist of working in the student learning center laboratory area. Involves leaning the various types of nursing equipment and supplies. Work with multiple aspects of supplies. Some of the tasks will include keeping count inventory, receiving shipments, checking in new shipments, shelving the supplies and working with the supplies to set up the laboratory area for student learning experiences.

Special Skills Required: May have to lift objects up to 25 lbs and mobility is required to get to job site.

Supervisor (If different than Contact name listed above):

Number of hours/week per position: Variable
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.

Approved 2/2015