FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Administrative Temp  Department: ENT
Number of Positions: Two  Contact Person: Maggie Menard
Phone Number: 559-7861

Duties and Responsibilities: General office work. Duties to include but not limited to: typing, copying, filing, collating, lotus notes calendaring, errands, and other duties to be assigned.

Special Skills Required: Able to use a computer, Microsoft Word and Excel and Lotus Notes.

Supervisor (If different than Contact name listed above): Julie Zetterman

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 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.

April, 2013