FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Clerical Assistant                        Department: Family Medicine
Number of Positions: One                              Contact Person: Linda Auger
Phone Number: 559-6480

Duties and Responsibilities: Answer incoming telephone calls and distribute messages; Filing of articles and regular correspondence; Copy and distribute articles and handouts; Transport lab coats to laundry on a weekly basis; Maintain grand rounds attendance; Scheduling of rooms and meetings; Other assignments as requested by supervisor.

Special Skills Required: Use of Microsoft Word and Excel software.

Supervisor (If different than Contact name listed above): Marlene Hawver

Number of hours/week per position: 6

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? ___YES

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