FEDERAL WORK STUDY
JOB DESCRIPTION

**Job Title:** Student Worker  
**Department:** College of Nursing, Academic Programs

**Number of Positions:** 1  
**Contact Person:** Lori Turner, Administrator  
**Phone Number:** 559-6581

**Duties and Responsibilities:** Provide general office assistance to department staff including typing, sorting, filing, faxing, scanning and mail support.

**Special Skills Required:** Good communication skills, attention to detail and basic computer knowledge including Microsoft Office Word and Excel.

**Supervisor** (If different than contact name listed above):

**Number of hours/week per position:** Approx. 10 hours/week; will work with school schedule.

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**Information for Department:**

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 is 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

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, Direct phone (402) 559-4199 email meghanmoore@unmc.edu.

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January 2018  
Approved by Financial Aid