FEDERAL WORK STUDY
JOB DESCRIPTION

Status: Not currently accepting applications.

Job Title: Student Worker          Department: College of Nursing, Academic Programs
Number of Positions: 1          Contact Person: Lori Turner, Administrator

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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: Approximately 10 hours/week.

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 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

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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Position: 037