FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Student Worker                                Department: College of Nursing-Student Services

Number of Positions: 1 per campus                        Contact Person: Rolee Kelly
Phone Number: (402)559-6639                               

Primary Duties and Responsibilities: Provide general office assistance to department staff including typing, sorting, filing, faxing, scanning, mail support and answering/transferring incoming calls.

Special Skills Required: Previous office experience, good communication skills, attention to detail, ability to multi-task, basic computer knowledge and familiarity with Microsoft Office Word and Excel. Strong customer service/helpful disposition required.

Supervisor (If different than Contact name listed above):

Number of hours per week for 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 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

For Financial Aid Use Only:
Approved Date: 7/1/16