FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Administrative Support
Number of Positions: Two
Department: Ophthalmology
Contact Person: David Danielson
Phone Number: 402-559-8507

Duties and Responsibilities: Administrative support for Ophthalmology Department. Duties include filing, typing, some phones, mail support and data input.

Special Skills Required: Ability to type at least 35 wpm.

Supervisor (If different than Contact name listed above): Same as above

Number of hours/week per position: 6-10
- Maximum is 40 hours per week during periods student is not enrolled in courses or during breaks.
- Part-time 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, direct phone (402) 559-4199
email: meghanmoore@unmc.edu

Revised June 6, 2014