Job Title: Office Assistance          Department: Otolaryngology-Head and Neck Surgery
Number of Positions: 1          Contact Person: Diana Murphy
                  Phone Number: 402-559-7861

Primary Duties and Responsibilities: General office work. Duties to include but not limited to: typing, copying, filing, collating, outlook calendaring, errands and other duties to be assigned.

Special Skills Required: organizational and problem-solving skills
                        Ability to use a computer, Microsoft Word, Excel and Outlook.

Supervisor (If different than Contact name listed above): Julie Zetterman

Number of hours/week per 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

Approved 1/15/15