FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Office Assistant  Department: Otolaryngology – Head & Neck Surgery

Number of Positions: 1  Contact Person: Maggie Menard
Phone Number: 402-559-7861  Email: mmenard@unmc.edu

Duties and Responsibilities:

The student-worker will work flexible hours in the department administrative office to provide support for the staff. Duties and responsibilities are varied, which includes copying, preparing mailings, projects and other duties to be assigned.

Special Skills Required: Good organizational and problem-solving skills

Supervisor: Maggie Menard

Number of hours/week per position: Flexible based on student’s schedule.

(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 Crystal Quarterio, UNMC Office of Financial Aid, Student Life Center, Room 2081, Campus Zip 984265, Direct phone (402) 559-7265 email cquarterio@unmc.edu.

June, 2011