FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Office Assistant
Department: Physical Therapy

Number of Positions: One
Contact Person: Jack Turman, PhD, PT
Phone Number: 559-4259

Duties and Responsibilities: Serve as a receptionist and take messages on incoming calls during weekly Faculty/Staff meetings and during other meetings as needed. Perform photocopying, library searches, enter manuscripts into Refworks, perform inventory and other office related activities.

Special Skills Required: Phone skills, Communication skills

Supervisor (If different than Contact name listed above): Pat O’Neil, SAHP

Number of hours/week per position: 8 – 10 hours
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