FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Faculty/Staff Assistant  
Department: Radiation Science Technology Education

Number of Positions: 1  
Contact Person: James Temme, MPA, RT  
Phone Number: 402-559-6954

Duties and Responsibilities: It is the responsibility of this position to assist faculty/staff with; copying, scanning hard copy images into a digitized format, transferring storage items to appropriate area, assist with various projects to include web searches for specific information, distributing and picking up documents/items as needed on campus, enter information into Excel spreadsheets, access databases, or other data entry applications, word processing, and filing documents. Other areas of assistance may be necessary as determined by the Program Director.

Special Skills Required: This individual should have basic office/computer skills.

Supervisor (If different than Contact name listed above): James Temme

Number of hours/week per position:  
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, Direct phone (402) 559-4199 email meghanmoore@unmc.edu.

Revised June 5, 2014