FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Student Worker
Department: Recruitment and Student Engagement

Number of Positions: 1
Contact Person: Channing Bunch, MBA
Phone Number: 402-559-3928

Duties and Responsibilities: General secretarial support for office projects related to recruitment and retention of students. Activities include, but not limited to data entry, coordinating mailings, copying, answering phones, collating materials, assisting with development of PowerPoint presentations, recruitment materials and facilitating office efficiency. Familiarity with word processing, Excel spreadsheets required.

Special Skills Required: Typing ability is required (accuracy, not speed is important).

Supervisor (If different than Contact name listed above): Jennifer Escher

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? ______

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 2051, Campus Zip 984265, (402) 559-4199 or (800) 626-8431 or meghanmoore@unmc.edu

Approved 6/1/16