FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Sponsored Programs Assistant          Department: Sponsored Programs
                   Administration

Number of Positions: 1          Contact Person: Bethany DeCarolis
                              Phone Number: 402-559-7424

Duties and Responsibilities:
• Assist with processing of grants and contracts
• Manage organization of project materials
• Assist with technical aspect of new curriculum development

Special Skills Required:
• Problem solving
• Able to work independently
• Analytical
• Technical skills

Supervisor (If different than Contact name listed above):

Number of hours/week per position: 20 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 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 6, 2014