

FEDERAL WORK STUDY JOB DESCRIPTION

Job Title: Office Assistant

Department: UNMC Financial Aid

Number of Positions: Two

Contact Person: Judith Walker

Phone Number: (402)559-4199

Duties and Responsibilities:

Secretarial support including but not limited to: Data entry, typing, creating files, filing, copying, scanning, and checking in documents. Other duties may be assigned.

Assist with policies and procedures for the Financial Aid Office.

Special Skills Required:

Experience with Microsoft Software and Excel. Customer Service background and confidentiality.

Supervisor (If different than Contact name listed above): Judith Walker

Number of hours/week per position:

Part-time hours are not more than 20 hours per week while student is enrolled in classes. Maximum 40 hours per week during periods student is not enrolled in courses for the summer term or during holiday breaks.

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 the department hiring (contact listed above) after determining they are eligible to work under the Federal Work Study program by the Financial Aid office (contact information below). When the department hires a student to work in the department, the department will contact Financial Aid office. The Federal Work Study Coordinator contact information: Meghan Moore, UNMC Office of Financial Aid, Student Life Center, Room 2081 Campus Zip 4265, (402) 559-4199 or (800) 626-8431 or meghanmoore@unmc.edu

Approved 11/2015