FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Clerical Assistant
Department: General Surgery

Number of Positions: One
Contact Person: Kim Songster
Phone Number: 559-8990

Duties and Responsibilities: General office assistance to the faculty and staff in the Division of General Surgery as needed. Staff will generally give the student worker various projects to work on throughout their work study program. Some general duties would include filing, light typing, copying, scanning, database/spreadsheet entry, sending out mail packets to patients for potential surgeries, errand running, library article searches and other general office duties.

Special Skills Required: Basic computer and Office 2007 or 2010 skills would be preferred. Attention to detail is required for many of the projects given.

Supervisor (If different than Contact name listed above):

Number of hours/week per position: 8 – 10 hours per week (very flexible with student’s schedule)

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.

Approved 5/17/16