FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Office Assistant
Department: Liver /Small Bowel Tx

Number of Positions: Contact Person: Tracy Krasser
Phone Number: 559-6771

Duties and Responsibilities: Assist with typing, filing, copying, scanning, errand running and other general office duties as needed for liver and small bowel transplant patients

Special Skills Required: Must know basic Microsoft software

Supervisor (If different than Contact name listed above):

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 Crystal Quarterio, UNMC Office of Financial Aid, Student Life Center, Room 2081, Campus Zip 984265, Direct phone (402) 559-7265 email cquarterio@unmc.edu.

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