FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: College of Nursing Assistant  Department: CON-UNK

Number of Positions: FOUR  Contact Persons: Gloria Geiselman
                      Phone Number: 308-865-8323
                      Steven R. Pitkin
                      Phone Number: 308-865-8324

Duties and Responsibilities: Primary duties require assistance with set-up and monitoring the computer lab, organizing and maintaining the skills lab and student lounge, providing assistance to the LRC coordinator with distance education classes and other similar duties. Assist with various clerical duties and other assigned tasks that complement the work flow required in the College of Nursing Kearney Division.

Special Skills Required: Basic computer knowledge preferred.

Supervisor (If different than Contact name listed above):
Diane Feldman or Gloria Geiselman

Number of hours/week per position 8 to 20
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, (402) 559-4199 or (800) 626-8431 or meghanmoore@unmc.edu.

June 5, 2014