FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Office Assistant
Department: Alumni Relations

Number of Positions: One
Contact Person: Roxanna Jokela, Director
Phone Number: 9-4378

Primary Duties and Responsibilities: Assist with paperwork and filing for student and alumni events on campus. Assist with keeping Alumni Board lists and contact information up to date. Prepare set ups for board meetings. Assist with verifying addresses and contact information of “lost” alumni. Assist with membership and event mailings.

Special Skills Required:
Accurate clerical and computer skills including use of Microsoft word and knowledge of developing spreadsheets. A smile and pleasant personality to work with alumni’s of all ages! A good listener.

Supervisor (If different than Contact name listed above):

Number of hours/week per position: approximately 10 hours, flexible scheduling
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

Approved 9/5/14