



## FEDERAL WORK STUDY JOB DESCRIPTION

Job Title: Student Assistant Research  
Department: Research, College of Allied Health Professions  
Contact Person: Linda Bottom  
Phone Number: 402-559-5926

### **Primary Duties and Responsibilities:**

Assist the Research Division. Data entry, prepare reports and mailings, questionnaires, faxing, filing. Assist with participant visits.

**Special Skills Required:** Basic computer skills. Detail oriented.

### **Supervisor (If different than Contact name listed above):**

Dr. Laura Bilek and/or Kara Smith, Research Project Coordinator

**Number of hours per week for this position: 10-15**

Part-time hours are not more than 20 hours per week while student is enrolled in classes. Student will coordinate class and study schedule with the department, if hired.

If student works during summer and winter break: Maximum is 40 hours per week.

**Students Only:** If you are unsure of your eligibility for Federal Work Study, please contact the Financial Aid Office: Student Life Center, Room 2017, (402) 559-4199 or (800) 626-8431 or [finaid@unmc.edu](mailto:finaid@unmc.edu)

**Departments Only:** 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**

**Department Contact:** Students will schedule interviews with your contact person listed above in your department. When you (department) have selected a student to work in your area, contact, UNMC Office of Financial Aid: Meghan Moore.

For Financial Aid Use Only: Approved by Financial Aid Office 6/20/18
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