

**FEDERAL WORK STUDY
JOB DESCRIPTION**

Job Title: Data Entry

Department: Physician Assistant Education
College of Allied Health Professions (CAHP)

Number of Positions: 1

Contact Person: Linda Bottom
Phone Number: 402-559-5926

Primary Duties and Responsibilities:

Assist Faculty and Staff primarily with data entry, copying scanning, and filing.
Other areas of assistance may be necessary as determined by the Program Director.

Special Skills Required:

Basic office/computer skills, Excel, Word, Outlook.

Supervisor (If different than Contact name listed above):

Mike Huckabee, Program Director

Number of hours per week for position: Varies 2-10 per school session

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.

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

Contact: Students will schedule interviews with your contact person listed above in 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 2017, Campus Zip 984265, (402) 559-4199 or (800) 626-8431 or finaid@unmc.edu

For Financial Aid Use Only:

Approved Date: 3/8/18 MM