



**FEDERAL WORK STUDY
JOB DESCRIPTION**

Job Title: Student Office Assistant-Floater
 Department: Various Depts. in the College of Allied Health Professions
 Contact Person: Linda Bottom
 Phone Number: 402-559-5926

Primary Duties and Responsibilities:

Assist various departments/programs e.g., Administration, Physical Therapy, Medical Imaging, Physician Assistant Education, Research, other.

- Data entry, Excel spreadsheets, database
- Word documents
- Scanning, copying, file organization
- Assist with event preparation and set up
- Basic research
- Other areas as determined

Special Skills Required: Basic computer skills, Excel, Word. Attention to detail. Reliable.

Supervisor (If different than Contact name listed above):

Number of hours per week for this position: 2-10 varies

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

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