



FEDERAL WORK STUDY JOB DESCRIPTION

Job Title: Digital Communications Assistant
Department: Alumni Relations
Contact Person: Catherine Mello
Phone Number: 9-4354

Primary Duties and Responsibilities: Communicating with alumni to set up meetings for them to be video or audio recorded to share information. Interviewing alumni and then creating video and/or written content to share on the UNMC Alumni Association blog and social media.

Special Skills Required: Good communication skills and knowledge of technology needed to create, edit, and finalize video content.

Supervisor (If different than Contact name listed above): Kat Hamilton and Catherine Mello

Number of hours per week for this position: approximately 10-15 hours, flexible scheduling

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? YES or 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 5/1/18
