



FEDERAL WORK STUDY JOB DESCRIPTION

Job Title: Workstation Support
Department: Omaha Division, College of Nursing
Contact Person: Lisa Muschall, Director of Administration and Operations
Phone Number: 402-559-4350

Primary Duties and Responsibilities Assist workstation support specialist with software and hardware troubleshooting & resolution, computer inventory, and general administrative tasks.

Special Skills Required: Strong computer knowledge and technical skills, good problem-solving abilities and communication skills; ability to lift up to 50 pounds

Supervisor (If different than Contact name listed above): John Rejda

Number of hours per week for this position: Approximately 10 hrs

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 the Financial Aid Office 6/30/18
--