



FEDERAL WORK STUDY JOB DESCRIPTION

Job Title: Student Worker
Department: Academic Programs, College of Nursing
Contact Person: Lori Turner, Administrator I
Phone Number: 402-559-6581

Primary Duties and Responsibilities: Provide general office assistance to department faculty and staff including, but not limited to, light typing, data entry, filing, copying, faxing, scanning and mail support.

Special Skills Required: Basic computer knowledge and good communication skills

Supervisor (If different than Contact name listed above):

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 Financial Aid Office 6/20/18
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