



**FEDERAL WORK STUDY
JOB DESCRIPTION**

Job Title: Work Study Student
Department: CON - UNL
Contact Person: Tom Mason
Phone Number: (402) 472-3656

Primary Duties and Responsibilities: Assists in various types of general office work such as typing, filing, copying, collating, scanning, running errands and various other general office tasks. Other work tasks consist of working in the student learning center laboratory area. This work involves the set up, and the clean-up, of the equipment, the supplies and the lab room after lab exercises are completed. Work with multiple aspects of inventory control of ordered and received medical supplies. Some of the tasks will include keeping count of inventory, receiving shipments, checking in new shipments, shelving supplies and working with the supplies as related above to lab set up. May have to work cleaning or lifting and moving heavy objects. Will work with multiple persons, multiple personality types and with multiple job duties and backgrounds. Must be flexible and need to be detail oriented. Should also need little oversight or supervision. Responsible for creating work on a timely basis.

Special Skills Required: Need to be a strong verbal and written communicator.

Supervisor (If different than Contact name listed above): N/A

Number of hours per week for this position: Averages 10.00 hours per week

Part-time hours are not more than 20 hours per week while student in 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.

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| For Financial Aid Use Only: |
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