



**FEDERAL WORK STUDY
JOB DESCRIPTION**

Job Title: Archives Assistant
Department: McGoogan Library
Contact Person: Heather Brown
Phone Number: 9-7097
of Positions Available: 1
Earnings per Hour: \$10 per hour

Primary Duties and Responsibilities: Duties for this position include, but are not limited to, performing basic research on subjects of upcoming oral histories for use in interview questions. This program is essential to capturing the history of UNMC. Filing archival materials is another duty and essential to maintaining an archive for future researchers. Also required will be the input of information in to a newly acquired online system, which provides access to archival holdings to the public and the potential for inventorying and rehousing of artifacts, which will provide better control of the artifact information and care.

Special Skills Required: Basic computer skills, familiar with Microsoft Word and Excel

Supervisor (If different than Contact name listed above): Heather Brown

Number of hours per week for this position: 14

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.

<p>For Financial Aid Use Only: Approved by Financial Aid Office</p>
