FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Work Study-Supplemental Instructor
Department: Division of Student Success
Contact Person: Andrew Faltin
Phone Number: 402-559-4437

Primary Duties and Responsibilities: Provide academic assistance to students currently enrolled in courses colleges or academic departments designated as needing supplemental instruction. Reinforce classroom instruction to students by providing group, recitation-style demonstrations, explanations, clarifications, modeling, etc. Leaders to maintain communication with course instructors to provide students with accurate course content and identify topics to lead sessions. Provide one-on-one assistance to students designated by course instructors or academic programs, as needed. Leaders may design online, asynchronous, and generally applicable study skills training and tools to support students’ study skills programming.

Special Skills Required:
- Familiarity with the Canvas Learning Management System
- Familiarity with Zoom

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

Number of hours per week for this position: Averages 5 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 20 hours per week.

Minimum commitment of 20 hours per term.

Students Only: If you are unsure of your eligibility for Federal Work Study, please contact the Financial Aid Office: Williams Science Hall (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 4/7/21