

Returning CA Special Assignments

Below are descriptions of the anticipated special assignments for Summer 2017. It is entirely possible that some of these special assignments may be eliminated or combined due to interest or need. Additionally, the hours and descriptions of work are generalizations and may fluctuate. If necessary one person could be assigned to multiple special assignments or multiple people could be assigned to one special assignment. Those selected for these special assignments will be given an additional time card to use while performing these tasks. The hourly wage for all special assignments is \$10.00 per hour.

PAYROLL ASSISTANT

Time Estimate: 5/9-8/10, 5-10 hours/week

Duties: Assist the payroll office in managing payroll; duties will be primarily administrative and clerical.

SCHEDULING ASSISTANT

Time Estimate: 4/10-8/10; hours vary

Duties: Manage scheduling software system, creating first and second five week schedules based on preferences and limitations of CA staff. Update and maintain Hours On A Stick schedule.

The University of Nebraska-Lincoln is an equal opportunity educator and employer with a comprehensive plan for diversity.

