FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Program Assistant  Department: Dean’s Office, College of Public Health

Number of Positions: 1  Contact Person: Brenda Nickol
Phone Number: 552-7226

Duties and Responsibilities:
The student Program Assistant will work closely with Dr. Denise Britigan and the Omaha Binational Health Week (BHW) leadership to:
- Enter, clean, analyze and summarize data collected at all Omaha BHW events
- Provide recommendations for data collection at future BHW events
- Review and make recommendations for improvement in BHW processes. Anticipated activities include: evaluation design, key informant interview questionnaire and survey instrument design, data collection and analysis, summarize and report findings
- Attend BHW Subcommittee meetings as needed, including the Evaluation Subcommittee
- Gather examples of how other BHW locations across the country evaluate their processes

Special Skills Required: Must have own transportation and be able to attend at least one BHW event (10/2 morning, 10/5 morning, 10/9 evening and 10/12 all day). Must be able to interact professionally and respectfully with many community partners.

Preferred skills: bilingual English/Spanish, evaluation skills (either from experience or have completed the COPH evaluation course or similar).

Supervisor (If different than Contact name listed above): Denise Britigan, PhD, CHES

Number of hours/week per position:
Maximum is 40 hours per week during periods student is not enrolled in courses or during breaks.
Part-time hours are not more than 20 hours per week while student is enrolled in classes.

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? YES

Contact: Students will schedule interviews with your department. When you have selected a student to work in your area, contact Meghan Moore, UNMC Office of Financial Aid, Student Life Center, Room 2080, Campus Zip 984265, (402) 559-4199 or (800) 626-8431 or meghanmoore@unmc.edu

Revised 7/2014