**FEDERAL WORK STUDY**  
**JOB DESCRIPTION**

**Job Title:** Carnegie Community Engagement Application Assistant  
**Department:** Service Learning Academy, 11/2013  
**Number of Positions:** 1  
**Contact Person:** Ruth Margalit  
**Email:** rmargalit@unmc.edu

**Duties and Responsibilities:**  
Assist in compilation, organization, writing, and data presentation for the Carnegie application. Attend meetings, take notes, and work closely with the SLA to put the final product together.

- The Service Learning Academy (SLA) is seeking a work study student with excellent written and oral communication skills to assist in applying for the Carnegie Classification of community engagement. The position would start immediately with an application deadline for Carnegie of April 15th.
- The applicant will be expected to make presentations within meetings to multiple representatives from all colleges and centers at UNMC, with the assistance of the UNMC, College of Public Health, Service Learning Academy. The student must quickly develop a solid understanding of the requirements to fill the Carnegie Classification application, as well as the ability to develop an efficient time line to ensure products (i.e. reports, data, summaries, etc.) are obtained in a timely manner from working counterparts across UNMC’s campus.
- The applicant will be expected to maintain open communication with the Service Learning Academy (Ruth Margalit, Laura Vinson) about needs being met and unmet, as to ensure the successful completion of the application in a timely manner.
- Furthermore, the student will be expected to communicate and coordinate meetings with other UNMC campus entities as appropriate.
- The student will also be in charge for other responsibilities related to community engagement as needed during the duration of the work study.

**Special Skills Required:**
Excellent communication and writing skills, excellent organization, data management skills

**Number of hours/week per position:** 20  
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 in 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 2017, Campus Zip 984265, (402) 559-4199 meghanmoore@unmc.edu  
Revised June 2014