FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Program Assistant
Department: HPSBH, College of Public Health
Number of Positions: 1
Contact Person: Denise H. Britigan, PhD
Phone Number: (402) 552-7257

Duties and Responsibilities:

1) The student Program Assistant will work closely with Dr. Denise Britigan on data from the Veterans Affairs-Nebraska-Western Iowa Health Care System.
   • Enter, clean, analyze and summarize data collected from a health literacy research project with Chronic Obstructive Pulmonary Disease (COPD) patients.

2) The student Program Assistant will work closely with Dr. Denise Britigan on collecting a body of literature for the Refugee Health Collaborative grant proposal work group.
   • This will include a literature search and gathering of background information from the Internet about programs that improve the health literacy of refugees across the United States.

3) The student Program Assistant will work closely with Dr. Denise Britigan on data from the Nebraska Science Festival (“NESciFest”).
   • Enter, clean, analyze and summarize data collected from Metro-Omaha elementary and middle school attendees using an IRB-approved health literacy research project food group awareness survey.

4) The student Program Assistant will work closely with Dr. Denise Britigan and the BiNational Health Week (BHW) leadership to:
   • Design an evaluation/data collection tool for the 2014 BiNational Health Week health screening events.
   • Enter, clean, analyze and summarize data from the 2014 BiNational Health Week health screening events.
   • Prepare a presentation/executive summary report for the results and findings of the 2014 BiNational Health Week health screening events.

Special Skills Required: Must have own transportation. Must be able to interact professionally and respectfully with many community partners.

Preferred skills: Evaluation skills (either from experience or have completed the COPH evaluation course or similar). Use of SPSS and/or Excel is required.

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 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 2080, Campus Zip 984265, (402) 559-4199 or (800) 626-8431 or meghanmoore@unmc.edu

July 9, 2014