**FEDERAL WORK STUDY**

**JOB DESCRIPTION**

**Job Title:** Work Study/Research Assistant

**Department:** COPH-Center for Health

**Number of Positions:** 1

**Contact Person:**
Drissa Toure, MD, MPH
Phone: 402-559-9661
Email: drissa.toure@unmc.edu

**Duties and Responsibilities:**

(1) **The Bridge to Care Program**

- Attends all Bridge to Care board meetings
- Works with Bridge to Care board to address emerging issues and problems
- Connects Bridge to Care to Service Learning Academy resources
- Assists in the coordination of health fairs, mentoring sessions, and health education sessions
  - Make all supplies, materials, equipment (computers, projectors, display screens) available for events
- Maintains student participation tracking document
- Performs refugee needs assessment during BTC fall Health Fair
- Performs other tasks as outlined by the BTC Director

(2) **Center for Reducing Health Disparities**

- Assists the Center Director and BTC Director with literature review, survey design
- Collects and enters data and helps maintain databases.
- Prepares charts and tables for presentations and publications.
- Undertakes other tasks assigned by Center Director.

**Special Skills Required:**

- Strong attention to details; ability to take initiatives and work independently.
- Demonstrated experience and skills in community engagement.
- Proficient use of Excel, PowerPoint, and MS Word.
- Solid skills in oral communication and academic writing.
- Demonstrated aptitude for statistical programming; experience in using SPSS or other statistical software.
- Ability to effectively engage and work with other Center staff, member representatives and outside vendors in collaborative research efforts.

**Supervisor (If different than Contact name listed above):**

Drissa M. Toure, MD, MPH
402-559-9661
Number of hours/week per position: **20 hours per week**

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, Campus Zip 984265, (402) 559-3123 or meghanmoore@unmc.edu

April, 8, 2013