FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Research Assistant
Department: Eppley Institute/ Fred & Pamela Buffett Cancer Center

Number of Positions: 1
Contact Person: Barb Cajka
Phone Number: 402-559-7486
Email: bcajka@unmc.edu

Primary Duties and Responsibilities:
1) Assist staff with day to day research tasks such as data collection and entry, general office assistance including but not limited to: Copying filing, mail distribution (including mass mailings), and packet preparation for patient enrollment.
2) Other duties as assigned

Special Skills Required: Computer knowledge and experience with Microsoft Word and Microsoft Excel. Good communication skills and attention to detail. Training to use OneChart/Epic. Basic medical terminology knowledge helpful. Great experience to get a better understanding about oncology patient care, treatment guidelines as well as clinical research conducts.

Supervisor (If different than Contact name listed above):
Alice Kueh 559-8511

Number of hours/week per position:
20 hours/week or less

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? __No____

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

Approved: 12/19/14