FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Work study-
Health Data Associate
Department: Internal Medicine - Rheumatology
Number of Positions: 2
Contact Person: Jodi Parrack
Phone Number: 402-559-8126

Primary Duties and Responsibilities: Responsible for review and interpretation of data for
entry into computerized databases and paper forms. Provide support to the Rheumatology
team through timeline sensitive data collection and data entry.

Special Skills Required: Good organizational skills, Computer literacy and proficiency in
Microsoft Office software.

Supervisor (If different than Contact name listed above): Debra Bergman
Phone Number: 402-559-8846

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? _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: 6/1/16