FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title:   Clinical data assistant   Department:  Oncology/Hematology
Number of Positions:  2   Contact Person:  Greg Mc Fadden
Phone Number:   559-3810

Duties and Responsibilities:

The clinical data assistant will perform essential functions within the expanding Oncology/Hematology Data Group. Daily tasks will include searching UNMC medical records, completing case report forms, copying, filing, and generally supporting the professional data coordinators. The student will become familiar with oncology patient care, oncology treatments, data abstractions, and the clinical research process.

Special Skills Required:

Written and oral communication skills.
Demonstrated organization skills.
Training to use CareCast.

Supervisor (If different than Contact name listed above):

Lisa Muschall, Oncology/Hematology Section administrator
559-8013

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, Direct phone (402) 559-4199 email meghanmoore@unmc.edu.

REVISED June 2014