FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Office Assistant
Department: Pathology and Microbiology

Number of Positions: 1
Contact Person: Sharon Auw
Phone Number: 402-559-7689

Duties and Responsibilities: Assist department residency program prepare for new Accreditation Council for Graduate Medical Education (ACGME) accreditation system. Project work will involve assisting in the collection, entry and statistical computation of data and the development and maintenance of electronic templates within the New Innovations and WebAds systems. The position will also provide general office support such as filing, copying, and scanning.

Special Skills Required: Experience in data entry and database computer programs such as Microsoft Excel and Access, knowledge of data collection and analysis, ability to follow through independently with delegated tasks and for creative thinking.

Supervisor (If different than Contact name listed above): Geoffrey Talmon, M.D.

Number of hours/week per position: 15-20 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? ___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 5, 2014