FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Research Assistant
Department: Physical Therapy  Education

Number of Positions: 4 - 5
Contact Person: Laura Bilek, PhD, PT
Phone Number: 559-6923

Duties and Responsibilities: Assist with all ages of patients through phone calls, mailings, posters, etc. Assist with generation of research required documentation, scheduling of subjects, data collection, tabulation of data, data entry and assist with follow ups and thank you’s.

Special Skills Required: Phone and communication skills. Willingness to learn computer skills.

Supervisor (If different than Contact name listed above):

Number of hours/week per position: 40 hours per week during summer break; 20 hours per week during periods of enrollment.

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 Crystal Quarterio, UNMC Office of Financial Aid, Student Life Center, Room 2081, Campus Zip 984265, Direct phone (402) 559-7265 email cquarterio@unmc.edu.

June 3, 2011