

**FEDERAL WORK STUDY  
JOB DESCRIPTION**

**Job Title:** Academic Tutor

**Department:** Clinical Perfusion Education  
College of Allied Health Professions (CAHP)

**Number of Positions:** 1

**Contact Person:** David W. Holt, MA CCT  
or Christine Swets

**Phone Number:** 402-559-5926

**Primary Duties and Responsibilities:**

It is the responsibility of this position to deliver academic assistance to Clinical Perfusion Students under the direct supervision of the UNMC CPE Program Director. These tutoring sessions will cover AT LEAST The Biology of Disease in Fall semesters and Pharmacology in Spring semesters. Other areas of academic assistance may be necessary as dictated by the Program Director

**Special Skills Required:**

This individual should have excellent communication skills along with familiarity of Microsoft Office and UNMC's BlackBoard platform.

**Supervisor (If different than Contact name listed above):**

**Number of hours per week for position:** Varies - Maximum of 10 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.

**Departments Only:** 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 contact person listed above in 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 2017, Campus Zip 984265, (402) 559-4199 or (800) 626-8431 or [finaid@unmc.edu](mailto:finaid@unmc.edu)

**For Financial Aid Use Only:**

Approved Date: 3/8/18 MM