



FEDERAL WORK STUDY JOB DESCRIPTION

Job Title: Work Study/Research Assistant

Department: COPH-Center for Reducing Health Disparities (CRHD)

Contact Person: Drissa Toure, MD, MPH

Phone Number: 402-559-9661

Primary Duties and Responsibilities:

(1) The Bridge to Care Program

- Attends all Bridge to Care board meetings
- Works with Bridge to Care board to address emerging issues and problems
- Connects Bridge to Care to Service Learning Academy resources
- Assists in the coordination of health fairs, mentoring sessions, and health education sessions
 - Make all supplies, materials, equipment (computers, projectors, display screens) available for events
- Maintains student participation tracking document
- Performs refugee needs assessment during BTC fall Health Fair
- Performs other tasks as outlined by the BTC Director

(2) Center for Reducing Health Disparities

- Assists the Center Director and BTC Director with literature review, survey design
- Collects and enters data and helps maintain databases.
- Prepares charts and tables for presentations and publications.
- Undertakes other tasks assigned by Center Director.

Special Skills Required:

- Strong attention to details; ability to take initiatives and work independently.
- Demonstrated experience and skills in community engagement.
- Proficient use of Excel, PowerPoint, and MS Word.
- Solid skills in oral communication and academic writing.
- Demonstrated aptitude for statistical programming; experience in using SPSS or other statistical software.
- Ability to effectively engage and work with other Center staff, member representatives and outside vendors in collaborative research efforts.

Supervisor (If different than Contact name listed above):

Number of hours per week for this position: 20



Part-time hours are not more than 20 hours per week while student is enrolled in classes. Student will coordinate class and study schedule with the department, if hired.

If student works during summer and winter break: Maximum is 40 hours per week.

Students Only: If you are unsure of your eligibility for Federal Work Study, please contact the Financial Aid Office: Student Life Center, Room 2017, (402) 559-4199 or (800) 626-8431 or finaid@unmc.edu

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? YES

Department Contact: Students will schedule interviews with your contact person listed above in your department. When you (department) have selected a student to work in your area, contact, UNMC Office of Financial Aid: Meghan Moore.

For Financial Aid Use Only: