



## FEDERAL WORK STUDY JOB DESCRIPTION

**Job Title:** Community Research Assistant  
**Department:** Center for Reducing Health Disparities  
**Contact Person:** Athena Ramos  
**Phone Number:** (402) 559-2095  
**Email:** [aramos@unmc.edu](mailto:aramos@unmc.edu)

**Primary Duties and Responsibilities:**

- Develop background knowledge in appreciative inquiry through readings, literature reviews, and discussion
- Foster relationships in the selected rural communities
- Attend community meetings
- Conduct qualitative interviews
- Analyze project-related data
- Assist in disseminating findings (e.g., developing abstracts, posters, and manuscripts)
- Assisting in writing report to funder
- Write a reflective paper on experience with this project

**Special Skills Required:**

- Microsoft Office (Word, Powerpoint, Excel)
- Qualitative analysis experience
- Professional oral and written communication skills
- SPSS
- Preferred Skills: Bilingual in English and Spanish

**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](mailto: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:  
 Approved by Financial Aid Office  
 6/20/18