



FEDERAL WORK STUDY JOB DESCRIPTION

Job Title: Student Worker

Department: Office of the Dean, COPH

Contact Person: Cathy Ely, Executive Assistant to the Dean

Phone Number: 402-559-9349

Primary Duties and Responsibilities:

The position is primarily dedicated to assisting the Dean of the College of Public Health with research, writing, presentations, and speaking engagements throughout the year. The student worker may also be involved with course development and serving as the Teaching Assistant for the Dean's courses.

- Conduct searches of peer-reviewed scientific literature on public health topics to identify best practices, emerging trends, and other scientific evidence to inform the Dean's talking points.
- Assist the Dean with effectively defining, framing, and communicating public health information for various audiences.
- Develop visually appealing presentations using PowerPoint or other software.

Special Skills Required:

Proficiency with literature searches: experience gathering relevant public health data and information from trusted data sources, agencies, and organizations.

Proficiency with communication: experience communicating with different types of audiences to relay pertinent public health information.

Proficiency with basic computing applications: experience operating basic computing applications such as Microsoft Office for literature searches and developing communications. Proficiency in PowerPoint is essential.

Familiarity with project development and time management: ability to manage time and logistics to oversee a project from vision to revision to implementation.



Number of hours per week for this position:

Part-time hours are not more than 20 hours per week while student in 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? NO

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:
