



FEDERAL WORK STUDY JOB DESCRIPTION

Job Title: Laboratory Assistant

Department: Environmental, Agricultural and Occupational Health, COPH

Contact Person: Todd Wyatt

Phone Number: (402) 559-3817

Email: twyatt@unmc.edu

Primary Duties and Responsibilities:

Student workers will provide a variety of services to faculty members, including:

- Labeling, inventory, dishwashing, wrapping for autoclave, pipet tip replenishment
- Make buffers, media and solutions to support lab research
- Provide support to technicians for various basic science bench experiments as needed
- Database management – Computer entry of inventory experimental data
- General data analysis, graphical interpretation and presentation

Special Skills Required:

Familiarity with Microsoft Office and basic Internet skills required. Experience with RefWorks preferred, but training will be offered for students lacking this skill.

Supervisor (If different than Contact name listed above): Jacqueline Pavlik (559-5536)

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? 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: Approved by Financial Aid Office 6/20/18
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