



## FEDERAL WORK STUDY JOB DESCRIPTION

**Job Title:** Graduate Assistant

**Department:** Epidemiology

**Contact Person:** Dr. Watanabe-Galloway

[swatanabe@unmc.edu](mailto:swatanabe@unmc.edu)

**Phone Number:** 402-559-5387

### **Primary Duties and Responsibilities:**

Assist faculty or other instructional staff by performing teaching or teaching-related duties. The student would typically serve as an assistant for two courses. In addition, the student will assist with curriculum-related clerical activities for these and other courses in the department, as well as other departmental-related activities to support educational programs. These activities may include, but are not limited to, syllabi revisions, record keeping, taking meeting minutes and drafting or revising documents, or assistance with students' recruitment. Manage CANVAS, set up gradebooks and perform grading, hold regular office hours in person or via webinar as indicated by the instructor. Print and post materials before class time. Answer inquiries from students and post announcements using CANVAS. Manage discussion boards and student groups. Ensure accurate record keeping on all course materials and correspondence in CANVAS. Schedule and proctor exams, teach up to two classes as requested by the instructor, under supervision. Other duties as assigned. Position is open to MPH and PhD students.

### **Special Skills Required:**

Minimum educational qualification is successful completion of one epidemiology and one biostatistics course, Dependable, strong interpersonal skills, flexibility, and ability to make independent decisions, willingness to assist with multiple courses simultaneously, Pre-existing knowledge of the lecture topics or ability and willingness to acquire that knowledge independently, without supervision, and before the performance of TA duties. Pre-existing knowledge of ADA compliance regulations or ability and willingness to acquire that knowledge independently without supervision. Proficient in SAS (not applicable for EPI898), excellent organizational and time management skills and attention to details.

Please submit a 1-2 page letter of application, describing your qualifications and your professional interests, a current CV and an unofficial copy of you UNMC transcripts. On an additional page attached at the end of your letter of application, please include a table in which you indicate your current level of overall expertise on the topic (none, low, medium, high) and willingness to be a teaching assistant (none, low, medium, high) for each of the courses described . EPI 845, EPI945, EPI898, EPI 941

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

Lorena Baccaglini

[Lorena.baccaglini@unmc.edu](mailto:Lorena.baccaglini@unmc.edu)

402-552-6634

**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? 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.

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| For Financial Aid Use Only: |
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