



**FEDERAL WORK STUDY
JOB DESCRIPTION**

Job Title: Graduate Assistant
Department: Epidemiology
Contact Person: Dr. Watanabe-Galloway swatanabe@unmc.edu
Phone Number: 402-559-5387

Primary Duties and Responsibilities:

Research- Revise quantitative survey for Business Case Study. Disseminate Survey, Analyze survey, and write manuscripts. Administrative/Teaching, work with faculty prepare teaching related materials, conduct literature reviews, find reading materials and set up Canvas. PhD student only.

Special Skills Required:

Self-directed, good knowledge of Canvas course development and maintenance. Please submit resume and Unofficial UNMC transcript

Supervisor (If different than Contact name listed above):

Sharon Medcalf smedcalf@unmc.edu 402-552-3090
 Ted Cieslak ted.cieslak@unmc.edu 402-552-3360

Number of hours per week for this position: 20

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:
 Approved by Financial Aid Office
 6/20/18