



FEDERAL WORK STUDY JOB DESCRIPTION

Job Title: Office of Public Health Practice Program Assistant
Department: Office of Public Health Practice (OPHP)
Contact Person: Stacey Coleman
Phone Number: 402-559-9509

Primary Duties and Responsibilities:

The primary responsibilities for this position is to assist the OPHP team on various programs and projects. Projects include the Great Plains Leadership Institute, Nebraska Health Policy Academy, and various other capacity development projects. Additionally, this position will assist the with manuscript preparation, analysis and creation of workforce development plans among various other administrative tasks.

Special Skills Required:

- Exceptional writing skills
- Research skills
- Communication skills
- Organizational skills
- Interdependence

Supervisor (If different than Contact name listed above):

Brandon Grimm, PhD, MPH
Associate Dean, Public Health Practice

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? 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
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