



**FEDERAL WORK STUDY
JOB DESCRIPTION**

Job Title: Research Assistant

Department: Division of Geriatrics (Department of Internal Medicine)

Contact Person: Cynthia Clark, MPH, RN at csclark@unmc.edu

Phone Number: 402-559-3965

Primary Duties and Responsibilities:

Working with physician scientist on various research projects focused on older patients with cancer. Duties to include:

- *Data entry and basic analysis
- *Preparation of reports and materials for research/educational presentations
- *Literature reviews
- *Scheduling meetings with the research team

Special Skills Required:

- *Proficient in Excel, Powerpoint, and Microsoft Word
- *Able to work independently
- *Research experience preferred (not required) with an understanding of the research process

Supervisor (If different than Contact name listed above): Thuy Koll, MD

Number of hours per week for this position: 10-20

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.

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<p>For Financial Aid Use Only: Approved 6/30/18</p>
