**Job ID:** **ESUM18003**

**Job Title:** Student Hourly Worker (Hill, LeVan, Minhas)

**Faculty Supervisory**: Jennie Hill, Tricia LeVan, Veenu Minhas

**Open to:** MPH and PhD students

**Starting Date:** May 2018

**End Date:** August 30, 2018

**Number of Hours Per Week**: 20 hours

**Open after the end date?**  Yes, pending funding.

**Job Description**

A teaching assistant to assist faculty with summer/fall EPI 820/CPH 504. Tasks for summer GA are two-fold.

1) Summer GA will assist faculty with updates to the EPI 820/CPH 504 course. This includes attending weekly meetings with faculty and assisting with edits to course material including developing power points, developing quiz content and assignments, record audio/video files and develop Canvas sites for EPI 820/CPH504.

2) The student would also be expected to be present and attend the summer session of EPI820/CPH504 including lectures, assist with grading and class activities, hold office hours and interact with students via canvas, email or in-person.

**Duties/Responsibilities**

* Must attend weekly meeting with EPI 820/CPH 504 faculty and work with faculty on assigned tasks.
* During the summer session of EPI 820/CPH 504 GA will attend lecture, be prepared to assist in lecture prep/delivery, assist in writing and grading of class assignments, quizzes and exams.
* Also will be asked to hold office hours and to be available to assist students outside of class.

**Competencies & Qualifications**

* Prefer someone who has taken the course. Could be a high-performing MPH student if they have completed most of their EPI coursework.
* Must have Canvas training and experience.

**Application Materials**

* Resume
* Unofficial UNMC transcript

**Job ID: ESUM18004**

**Job Title:** Student Hourly Worker (Baccaglini)

**Faculty Supervisory:** Lorena Baccaglini

**Open to:** MPH and PhD student

**Starting Date:** May 2018

**End Date:** August 30, 2018

**Number of Hours Per Week:** 20 hours

**Open after the end date?**  Yes, pending funding

**Job description:** 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.

**Courses:**

* EPI845 Epidemiologic Methods
* EPI945 Analytic Epidemiologic Methods II
* EPI898 Epidemiology of Clinical Trials
* EPI941 Epidemiologic Methods in Applied Clinical Genetics
* Other courses

**Duties and responsibilities:**

* Set up and manage CANVAS
* Prepare or update and post class materials, including syllabi, assignments, quizzes, exams, videos, handouts or slides.
* Set up gradebooks and perform grading
* Hold regular office hours in person or via webinar as indicated by the instructor
* Attend the classes (on campus) or review online class materials (online)
* Print or post class materials before class time
* Ensure that equipment/software are functioning and help troubleshoot issues
* Prepare and submit administrative forms for rooms and class materials as needed
* Answer inquiries from students and post announcements using CANVAS
* Manage discussion boards and student groups
* Ensure accurate record keeping of all course materials and correspondence in CANVAS and on a designated course space
* Schedule and proctor exams
* Teach up to two complete classes as requested by the instructor, under supervision
* Meet regularly to discuss course updates
* Adapt course materials so that the class can be taught both online and on campus
* Identify class materials and CANVAS sites that are not ADA compliant and modify them accordingly
* Students’ recruitment

**Competencies and qualifications:**

* Minimum educational qualification is successful completion of one epidemiology and one biostatistics course
* Knowledge of CANVAS functionality
* 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, and before the performance of TA duties
* Dependability
* High ethical standards
* Excellent writing skills
* Proficient in SAS (not applicable for EPI898)
* Excellent organizational and time management skills and attention to details

**Application:**

Please submit a 1-2 page letter of application, describing your qualifications and your professional interests, a current CV and an unofficial copy of your 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 above (see example below).

|  |  |  |
| --- | --- | --- |
| **Course**  | **Willingness (N-L-M-H)** | **Expertise (N-L-M-H)** |
| EPI845 |  |  |
| EPI945 |  |  |
| EPI898 |  |  |
| EPI941 |  |   |

**Review process:**

A selection committee will review applications and select a group of finalists for interviews. Interviewed finalists will be required to receive written endorsement from their advisor, certifying that the advisor supports the student’s candidacy for the position and that the student is in good academic standing to carry through the responsibilities.

**Job ID: ESUM18005**

**Job Title:** Graduate Assistant (Baccaglini)

**Faculty Supervisory:** Lorena Baccaglini

**Open to:** MPH and PhD student

**Starting Date:** May 2018

**End Date:** August 30, 2018

**Number of Hours Per Week:** 20 hours

**Open after the end date?**  Yes, pending funding

**Job description:** 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.

**Courses:**

* EPI845 Epidemiologic Methods
* EPI945 Analytic Epidemiologic Methods II
* EPI898 Epidemiology of Clinical Trials
* EPI941 Epidemiologic Methods in Applied Clinical Genetics
* Other courses

**Duties and responsibilities:**

* Set up and manage CANVAS
* Prepare or update and post class materials, including syllabi, assignments, quizzes, exams, videos, handouts or slides.
* Set up gradebooks and perform grading
* Hold regular office hours in person or via webinar as indicated by the instructor
* Attend the classes (on campus) or review online class materials (online)
* Print or post class materials before class time
* Ensure that equipment/software are functioning and help troubleshoot issues
* Prepare and submit administrative forms for rooms and class materials as needed
* Answer inquiries from students and post announcements using CANVAS
* Manage discussion boards and student groups
* Ensure accurate record keeping of all course materials and correspondence in CANVAS and on a designated course space
* Schedule and proctor exams
* Teach up to two complete classes as requested by the instructor, under supervision
* Meet regularly to discuss course updates
* Adapt course materials so that the class can be taught both online and on campus
* Identify class materials and CANVAS sites that are not ADA compliant and modify them accordingly
* Students’ recruitment

**Competencies and qualifications:**

* Minimum educational qualification is successful completion of one epidemiology and one biostatistics course
* Knowledge of CANVAS functionality
* 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, and before the performance of TA duties
* Dependability
* High ethical standards
* Excellent writing skills
* Proficient in SAS (not applicable for EPI898)
* Excellent organizational and time management skills and attention to details

**Application:**

Please submit a 1-2 page letter of application, describing your qualifications and your professional interests, a current CV and an unofficial copy of your 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 above (see example below).

|  |  |  |
| --- | --- | --- |
| **Course**  | **Willingness (N-L-M-H)** | **Expertise (N-L-M-H)** |
| EPI845 |  |  |
| EPI945 |  |  |
| EPI898 |  |  |
| EPI941 |  |   |

**Review process:**

A selection committee will review applications and select a group of finalists for interviews. Interviewed finalists will be required to receive written endorsement from their advisor, certifying that the advisor supports the student’s candidacy for the position and that the student is in good academic standing to carry through the responsibilities.

**Job ID:** **ESUM18006**

**Job Title:** Student Hourly Worker (Farazi)

**Faculty Supervisory**: Evi Farazi

**Open to:** PhD student only

**Starting Date:** May 2018

**End Date:** August 30, 2018

**Number of Hours Per Week**: 20 hours

**Open after the end date?**  Yes, pending funding.

**Job Description**

* writing of manuscripts of existing projects (literature search, critical review of published research, writing of manuscript sections, additional data analysis)
* comprehensive literature search and critical review of published research for writing research grants
* aid in the writing of research grants (participate in the writing and data analysis for preliminary data generation)

**Duties/Responsibilities**

* Literature search
* Critical review of published studies
* Writing (manuscripts and research grants)
* Data analysis (manuscripts/research grants)

**Competencies & Qualifications**

Good-excellent writing skills, good-excellent data analysis skills, critical review of scientific articles

**Application Materials**

* Resume
* Unofficial UNMC transcript

**Job ID: ESUM18007**

**Job Title:** Student Hourly Worker (Watanabe-Galloway)

**Faculty Supervisory**: Shinobu Watanabe-Galloway

**Open to:** MPH and PhD Students

**Starting Date:** May 2018

**End Date:** August 30, 2018

**Number of Hours Per Week**: 20 hours

**Open after the end date?**  Yes, pending funding.

**Job Description**

* Assist Dr. Watanabe-Galloway with grant and manuscript editing writing.
* Prepare databases and analyze data.
* Other research related activities (e.g., literature review, attending project meetings)

**Competencies & Qualifications**

Excellent writing skills, proficient in SAS, attention to details.

**Application Materials**

* Resume
* Unofficial UNMC transcript

**Job ID: ESUM18008**

**Job Title:** Graduate Assistant (Baccaglini)

**Faculty Supervisory:** Lorena Baccaglini

**Open to:** PhD and MPH students

**Starting Date:** May 2018

**End Date:** August 2018

**Number of Hours Per Week:** 10-15 hours

**Open after the end date?**  Yes

**Job description:**

The graduate research assistant will work under Dr. Baccaglini’s supervision and with a team from the HSRA department and a team from a private partner (conveniently located within walking distance from COPH) to update an existing private US and Canadian system for data collection and data storage. This is a great opportunity for a student with strong analytic interests to join a project that is just starting now and it is expected to continue beyond the summer term.

**Duties/Responsibilities**

Research:

* Work with a research team to revise, develop and summarize multiple databases
* Search for data collection forms and identify most appropriate instruments
* Build codebooks and data dictionaries
* Prepare tables of results
* Write short summaries of results
* Identify best practices for teaching teams how to systematically collect data

**Competencies & Qualifications**

Self-directed, accurate, dependable, enjoys working with databases

**Application Materials**

* Resume
* Unofficial UNMC transcript