

UNMC/CityMatCH

GRADUATE ASSISTANTSHIP

JOB DESCRIPTION: PUBLIC HEALTH PROJECT ASSISTANT

This graduate assistant position is dedicated to assisting CityMatCH staff to research and assist in projects and activities designed to strengthen public health leaders and organizations to promote equity and improve the health of urban women, families and communities. The graduate assistant will work closely with CityMatCH staff in carrying out the various activities around CityMatCH's goals of equity, science and leadership.

Job duties include the following:

- Assist the program staff with efforts related to the various projects that are underway.
- Work with public health related professionals and organizations across the country.
- Assist staff with other projects as assigned

What we expect from you:

Required Work Habits

Time: 20 hours a week, willingness to work a flexible schedule

Dedication to producing a timely, high quality product and working cooperatively with others to accomplish goals

Ability to learn new ideas and skills quickly, and to apply those skills to new projects

Accountability to the Director of Development, CityMatCH

Preferred Technical Skills

- **Proficiency with basic computing applications:** Experience with operating software applications for communication, record keeping and basic database design and management.
- **Familiarity with project development and management:** Ability to manage time and logistics to oversee a project from vision, to implementation, to evaluation
- **Background in administration, education, planning, communication, partnership building**

Minimum Qualifications

- Enrollment in a graduate studies program
- Excellent oral and written communication

What Graduate Assistant will gain from working with CityMatCH:

- Experience in research, development and application of graduate level course work.
- Working in a professional, academic environment
- Hands on experience in adapting material for distance education and managing logistics to reduce barriers in accessing information, education, training
- Data organization and presentation experience
- Monthly stipend and paid tuition

To Apply: letter of application, resume and 1 letter of recommendation must be received by **August 14, 2019** at the following address:

Erin Schneider, Director of Development

CityMatCH

University of Nebraska Medical Center

982170 Nebraska Medical Center

Omaha, NE 68198-2170

Or email: e.schneider@unmc.edu