

**UNMC College of Public Health**  
**GRADUATE ASSISTANTSHIP**

**JOB DESCRIPTION: PROJECT ASSISTANT**

This graduate assistant position is dedicated to assisting in projects and activities related to developing and delivering a national training program on EMS and mortuary care for Ebola and other special pathogens. The position will assist in coordinating efforts with multiple partners and collaborators including faculty and experts at UNMC, UNO, University of Indiana, Omaha Fire Department and the National Strategic Research Institute.

**Job duties include the following:**

- Work with under the guidance of the Assistant Vice Chancellor for Interprofessional Health Security.
- Assist in development and delivery of EMS and mortuary training program.
- Literature review
- Work with faculty from partner school's and organizations
- Program management

**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 Assistant Vice Chancellor for Inter-professional Health Security

**Travel** some in-country travel required to partner institutions.

Preferred Technical Skills

- **Proficiency with basic computing applications:** Experience with operating software and social media applications for communication.
- **Familiarity with project development and management:** Ability to manage time and logistics to oversee a project from vision, to implementation, to evaluation
- **Background in communication, planning, partnership building**
- **Background in laboratory science helpful but not required**

Minimum Qualifications

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

What Graduate Assistant will gain:

- Experience in communications, mentoring, collaboration, education and leadership development.
- Working in a professional, academic environment
- Hands on experience in adapting information and managing logistics to reduce barriers in accessing information, education, training
- Meeting leadership skills
- Presentation experience
- Monthly stipend and paid tuition

**To Apply:** letter of application and resume must be received by 8/23/2019 at the following address:

**Name:** John Lowe

**email:** [jjlowe@unmc.edu](mailto:jjlowe@unmc.edu)