

Clinical Research Associate

Job Description: Responsibilities include data entry for psychometric questionnaire study and NIH study data; assisting Program Coordinator with organization of NIH grant documentation; assisting with recruitment of potential NIH subjects and assisting with literature search and review.

Job Requirements: CITI certification with clinical research involving human subjects, good organizational skills; PubMed literature search experience.

Education Value: During the course of employment, the student will acquire experience in clinical research administrative coordination and develop an understanding of study design and implementation in clinical trials. 4-10 hr. /week (working days).

Evaluation: Students are evaluated on how fast they become technically competent and how well they understand the underlying basic principles of clinical research and the techniques they use. We evaluate them after the first month and then on every three months.

Laboratory Research Assistant

Job Description: Responsibilities include reagent preparation, glassware washing, refilling laboratory supplies, general lab maintenance, and assist lab members for various molecular and cellular biological experiments (i.e. cell culture, nucleic acid isolation, Western blot, real-time PCR).

Job Requirements: Basic knowledge in chemistry and biology is required for this position. A student should be adaptive, responsible and must have an ability to follow instruction and learn new techniques. Good organizing skill and ability to work in the group are preferred.

Education Value: The student will acquire working experience in biomedical research lab setting. The working experience will also improve the skill of working as a team, improving communication skills and taking responsibility. The student will learn how to maintain and support a research lab operation, gain experience in various molecular and cellular biological experiments. Significant contribution to research projects may lead to scientific publications.

Evaluation: Students are evaluated in the first two weeks on how soon they adapt to new lab environment, how responsible they handle assignment and how quick they learn new techniques required for the job duty. Follow up evaluation will be done every month on their work performance.

Student Assistant

Job Description: Student Assistant needed to assist with the daily operations of the office. Duties include but are not limited to managing the front desk, answering telephones at the front desk, providing excellent customer service to all of those coming into the office, organizing and assisting students using office computers and computer programs, and helping administrative staff with copying, special projects and other administrative duties as assigned.

Job Requirements: Punctuality and reliability; excellent customer service skills; detail oriented; excellent phone presence; ability to work independently as well as effectively communicate and work in a team environment; and adherence to policies and procedures.

Education Value: Students will gain experience in customer service, problem solving, and time-management. They will also become more familiar with the services and resources offered to support students in their academic studies.

Evaluation: Students are formally evaluated once a year but they will receive continuous feedback about their performance throughout the duration of their position.

Nursing Skills Lab Assistant

Job Description: The Nursing Skills Lab Assistant is responsible for setting up materials for skills labs and simulations, as well as cleaning up the skills lab at the end of the day. Duties include: cleaning task trainers, changing linens, and putting away, organizing, and inventorying lab supplies. During select weeks of the term, the nursing skills lab assistant will oversee students who are practicing skills during open lab times.

Job Requirements: Professional communication skills; Ability to teach peers (previous experience tutoring others helpful); Organizational skills; Dependable

Educational Value: Leadership development; Improved knowledge and skills related to healthcare; Development of skills in simulations; Exposure to health information records; Gain experience providing instruction to students

Evaluation: The student worker will be evaluated by the faculty member assigned to the Nursing Skills Lab via ongoing verbal feedback each week and a written evaluation every 6 months.

Occupational Therapy Fieldwork Assistant

Job Description: The work-study responsibilities are to assist the Academic Fieldwork Coordinator with basic office management. Office management will consist of scanning documents, maintaining Blackboard Level II Fieldwork site, filing, data input, preparing mailings and certificates for fieldwork educators.

Job Requirements: The student must be proficient in Microsoft Excel, Microsoft Word, and Blackboard. Student will need to check email regularly for incoming documents with attachments and/or contact information for fieldwork coordinators. The Academic Fieldwork Coordinator will provide orientation and an office space will be available for work-study tasks.

Educational Value: The work study student will learn valuable administrative skills that are essential for maintaining a clinical caseload and supervisory duties for Lead OT and management positions. Students will also have the opportunity to network and collaborate with OT faculty for fieldwork and department-related goals. Students will gain experience in professionalism and time management that is need for Level II fieldwork and entry-level careers.

Evaluation: Students are evaluated once a semester on their progress on projects and individual work study assignments.

Intramural Official

Job description: Officiating/Supervising intramural events. Some hours are available for office work to help in the administration of the intramural leagues. Thorough training is provided, no experience required!

Job Requirement: applicants would share general interest in fitness and recreation as well as sports and related activities. This person must demonstrate reliability and time management skills. The willingness to learn and the ability to work in a fun and fast-paced atmosphere. Experience at diffusing and handling difficult situations are a plus.

Educational Value: Individuals in this position would be challenging their leadership, risk management, time management and personal responsibility skills.

Evaluation: The fitness center staff is evaluated constantly with main feedback times each semester by The Coordinator in charge of student workers.

Physical Therapy Graduate Assistant

Job description: Assist physical therapy students in 511ANAT - Gross Anatomy (with dissection and instruction), 523PT - Physical Evaluation Procedures (with lab instruction); student must have taken these courses. Positions are also available to assist in maintenance of the physical therapy lab and physical therapy faculty practice. Additional positions may be available to assist faculty with special projects.

Job Requirements: Second year Doctor of Physical Therapy students who have successfully completed their first year with a grade of "B" or better.

Educational value: This position reinforces curriculum content to prepare students for clinical internships, teaching patients, family and community groups.

Evaluation: The students are evaluated on their progress on projects and individual work study assignments. Designated faculty supervisors give feedback on how they are performing on their individual work study assignments during that period. If students do not carry out assignments satisfactorily, they are removed from that position.

Student Research Assistant

Job Description: Responsibilities include reagent preparation, lab glassware washing, maintaining laboratory supplies, culture media preparation, general lab organization, routine genomic DNA isolation and genotyping, and assist researchers in the lab for various experiments and experiment preparations.

Job Requirements: Full-time student of one of colleges in the University of Tennessee Health Science Center. A student should have basic knowledge in chemistry, biology, microbiology, biochemistry, cell biology and molecular biology. A student should be responsible and must have an ability to follow instruction and learn new techniques. Good organizing skill, ability to work in the group, and ability to use Windows operating system and Microsoft Word, Excel, and PowerPoint are preferred

Educational Value: Student will learn how to take responsibility, follow the instruction, work with other people, improve communication skills, organize laboratory and time, data processing, and use of various basic software. Student will also learn various knowledge in the area of life sciences, including basic chemistry, biology, biochemistry, and molecular biology, in practical sense, and acquire hand-on experiences on applications of text book knowledge in the area of life science. Student have chance to learn immunology and molecular biological techniques. This position will be most beneficial for students who major in basic or clinical laboratory techniques and management program and medical, dental, or pharmacy student who are interests in research later in their career.

Evaluation: Students are evaluated the first two week of working. The students are evaluated based on their work ethics and attitude. After the first two weeks, the students are evaluated once a week on their work performance.

Pharmacy Intern

Job Description: Interns learn to perform technical and clinical pharmacy services Primary duties and Responsibilities: IV admixtures, patient medication histories, patient medication counseling, assessment of patients and review of medication, and special projects Essential Functions: interns perform duties within pharmacy and throughout the hospital, requiring good physical condition, utilizing skills learned in pharmacy school.

Job Requirements: Current student in good standing at University of Tennessee Pharmacy School; knowledge of medical terminology; good computer and math skills; ability to communicate clearly; can commit to working an average of 10 hours per week.

Educational Value: Apply and gain strong experience in sterile product compounding and hospital drug distribution processes; Develop and/or strengthen medication counseling skills; Learn how to perform and document a thorough medication and allergy history for hospital admission medication reconciliation; become familiar with drugs and dosage forms, especially injectables in the hospital setting; become familiar with hospital patient records and information systems, by collecting, using and documenting patient information; and gain experience with a wide variety of clinical activities, working closely with hospital pharmacists. All of these activities enhance learning in pharmacy school courses and application of learning, as well as excellent preparation for Applied Therapeutics and Advanced Rotations during 3rd and 4th year of pharmacy school.

Evaluation: Students are evaluated once a year on understanding hospital and pharmacy organizational structure, mission, goals and on understanding and demonstrating infection control and safety procedures.

Histology Lab Assistant

Job description: Employee will perform meticulous description and sectioning of small human patient tissue samples for histologic processing. Considerable mental and visual demand is required for the majority of tasks along with the ability to differentiate colors associated with staining procedures. Must also be able to perceive three dimensional and geometric relationships of tissue. Excellent hand and eye coordination required. Vision must be normal or correctable and hearing must be in normal range for telephone contacts. Ability to work with hazardous chemicals and biohazardous human tissue samples.

Examples of Duties:

- Follows grossing policies and procedures under the supervision and training of the physician or his/her designee.
- Accurately enters required data on worksheets and departmental logs.
- Checks daily work for clerical accuracy, reporting errors to the laboratory supervisor.
- Maintains a clean and professional workplace.
- Follows guidelines setup by HIPAA and OSHA regulations.
- Follows safety guidelines as demonstrated in the P&P manual.
- Reviews procedure manuals, instrument manuals, SDS sheets and other literature as required.
- Attends elective educational opportunities to enhance professional performance.

Educational Requirements: 60 semester hours including either 24 semester hours of medical technology courses or 24 semester hours of science courses (6 hours of chemistry; 6 hours of

biology; and 12 hours in chemistry, biology, and 12 hours in chemistry, biology or medical laboratory technology, or any combination.

Education Value: The student will acquire working experience in a histology lab setting and knowledge of histology laboratory processes, including proper description and sectioning of human tissue samples. The student will learn proper biomedical safety procedures and gain skill in working as a vital team member, including assuming critical clinical responsibilities.

Evaluation: Students are trained and performance reviewed by supervisor or designee before beginning solo work and are re-evaluated at 3 months or as needed and annually.

Administrative Support

Job Description: Responsibilities include assisting in organizing and entering survey and program implementation data received from agencies participating in a federal grant initiative to disseminate an evidence-based teen pregnancy prevention model to staff serving youth involved in the child welfare or juvenile justice system.

Job Requirements: Organizational skills; computer skills, including Excel Education

Educational Value: Ideal time will be 8 hours a week; days and times per week are flexible and would be by arrangement.

Evaluation: Student will receive regular feedback from lead investigator of the dissemination project.