



## Federal Work Study Jobs

## **ACADEMIC AFFAIARS/RESEARCH**

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*Job Title:* RESEARCH ASSISTANT

Contact Name: JILL KAWALEC

Phone: 216-916-7457

E-mail: jkawale2@kent.edu

Hourly Rate: \$12.00

### **Job Description**

- Conducting literature searches/reviews
- Assisting in the preparation of the research proposal for review by the KSU-CPM Research Committee and, if necessary, the KSU-CPM IRB. In addition to the proposal, documents to be prepared include: Budget and Justification, Consent form (if applicable) and Recruitment materials (if applicable)
- Ordering study supplies
- Actively conducting the research. Tasks may include, but are not limited to: Recruiting subjects (if applicable), Screening subjects (if applicable), Performing the consenting process (if applicable), Data collection, Data analysis (including statistical analysis)
- Assisting in the preparation of manuscripts for publication
- To assist with other duties and activities, as required by the Director of Research. Tasks may include, but are not limited to: Assisting with administrative work related to KSU-CPM Research Committee and IRB activities and issues, and organization of research laboratories

## **ACADEMIC AFFAIARS**

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*Job Title:* TUTOR  
*Contact Name:* TERI NOVAK  
*Phone:* 216-916-7499  
*E-mail:* tnovak7@kent.edu  
*Hourly Rate:* \$12.00

### **Job Description**

- Participate in required training sessions and review assigned reading materials before first assignment.
- Attend all assigned staff workshops and/or briefing sessions when required.
- Respond to any phone, text, or email request from a student within 24 hours.
- Read and reply, (if requested), to all emails from Supervisor within 24 hours.
- Notify Supervisor via email of date/time of all groups scheduled. Small groups of less than 5 tutees must be combined with another group.
- Report for all scheduled sessions promptly. Attempt to arrange a substitute, if possible, before cancelling a session.
- Notify all tutees via email, text, or phone promptly if session must be rescheduled due to emergency.
- Swipe your KSUCPM ID card at the start and end of each session to record hours worked. Notify supervisor via email promptly if swipe is missed.
- Generate a Tutor Log and Work Study Time Sheet for each session. Submit both forms weekly by Monday at 8:00 AM.
- Follow anatomy lab rules regarding use of supplies and protocols.
- Notify Supervisor immediately if there are any urgent concerns about a tutee's demeanor or performance during a session.
- Notify Supervisor promptly if you are unavailable for new assignments.

## **BASIC SCIENCE**

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*Job Title:* TEACHING ASSISTANT  
*Contact Name:* MARIA SEVILLA  
*Phone:* 216-916-7457  
*E-mail:* msevilla@kent.edu  
*Hourly Rate:* \$12.00

### **Job Description**

#### ***Anatomy***

- Assist students with cadaver dissection. Help instructors prepare and present demonstration dissections.
- Assist with general maintenance of clean and safe working environment in lab.
- Tutor students in the bone room.
- Assist in setting up and administering practical examinations.
- Launder, sort and store lab coats and scrubs. Keep chemical and supply rooms clean and organized.
- Assist with receiving, maintenance, hemisection, and packing of cadavers.

#### ***Microbiology***

- Establish and maintain bacterial cultures for lab exercises.
- Assist students with identification of unknown bacteria.
- Assist with general maintenance of clean and safe working environment in lab.
- Keep lab and supply room clean and well organized.

#### ***Histology***

- Teach students how to use light microscopes.
- Assist instructor during lab exercises.
- Organize slide boxes.
- Assist instructor with microscope maintenance.

## **CLINIC**

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*Job Title:* CLERICAL AID  
*Contact Name:* DR. BRYAN CALDWELL  
*Phone:* 216-916-7461  
*E-mail:* [bcaldwe7@kent.edu](mailto:bcaldwe7@kent.edu)  
*Hourly Rate:* \$10.00

### **Job Description**

Assist with with front desk aspects of a clinical podiatry practice including calling patients, scanning medical laboratory and pathology documents into an electronic medical record, and other clerical duties as necessary.

## **ENROLLMENT MANAGEMENT**

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*Job Title:*            **STUDENT AMBASSADOR**  
*Contact Name:*    **NATHALIE JOHNSON**  
*Phone:*             **(216) 916-7486**  
*E-mail:*             **ncharle2@kent.edu**  
*Hourly Rate:*      **\$10.00**

### **Job Description**

- Representative of the student body at Kent State University College of Podiatric Medicine.
- Help in the recruitment of future students and represent the college in various functions such as orientations, campus tours, official campus visits, speaking appointments as well as phone inquiries.
- Provide resources and accurate information to prospective students and their parents as to why KSUCPM is the best choice for them by providing tours, answering questions, personal accounts of your reasons for choosing KSUCPM, as well as highlighting our facilities.
- Support mailing functions (stuffing, folding, mailing, etc.)
- Assist the Office of Enrollment Management during Pre-Professional Internships
- Host interns during Pre-Professional internship.
- Participate in student panels held during official campus visits.

## **GENERAL MEDICINE**

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*Job Title:*            *TEACHING ASSISTANT*  
*Contact Name*        *DR. ROCCO PETROZI*  
*E-mail:*                *rpetrozz@kent.edu*  
*Hourly Rate:*         *\$12.00*

### **Job Description**

The podiatric skills teaching assistant will help aid the podiatric medical students along with attending physician with the following: Basic padding, taping, biomechanical examination, orthoses casting, debridement skills, toenail avulsion skills, local anesthetic skills, and other skills commonly used in the practice of podiatric medicine.

## IT DEPARTMENT

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*Job Title:* AV ASSISTANT  
*Contact Name:* Melissa Ackerman  
*Phone:* 216-916-8800  
*E-mail:* mackerm7@kent.edu  
*Hourly Rate:* \$8.10

### **Job Description**

- Reports for all assigned shifts promptly - at the designated start time - and work the entire shift.
- Swipe your KSU-CPM ID at the start and end of each shift worked logging all hours worked.
- Assure that classroom is staffed at all times during class sessions.
- Insure proper boot up of computer and related equipment.
- 5 Insure audio and presentation of equipment is running and properly functioning.
- Assist faculty/presenters with presentation setup.
- Initiate proper startup and functionality of Mediasite system.
- Assist users of wireless network access.
- Communicate with IT regarding classroom technology performance.
- Insure proper shutdown of equipment when necessary.



# LIBRARY

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*Job Title:* LIBRARY ASSISTANT  
*Contact Name:* DONNA PERZESKI  
*Phone:* 216-916-7506  
*E-mail:* dperzesk@kent.edu  
*Hourly Rate:* \$8.10

## Job Description

- Reports for all assigned shifts promptly - at the designated start time - and work the entire shift.
- Swipe your KSUCPM ID Card at the start and end of each shift worked logging all hours worked.
- Assure that the circulation desk is covered at all times.
- Check-in books deposited in the book drop and main library desk.
- Assist Library Patrons (locating and using the resources within the library, check out books, DVDs and other library items according to proper Loan Procedures, maintain the copying machines).
- Before ending shift, straighten up tables & chairs and put away materials found lying around
- Check designated shelves to assure books/materials are orderly.
- At closing time, execute proper closing procedures including assure that all books/materials are reshelved in their proper location, make sure windows are closed, and assure no one is in the library, then assure that the security officer knows you've closed and locked the doors.
- Performs other duties as assigned.