

SHPEP Program Assistant Job Description

Position Summary

The University of Nebraska Medical Center's [Summer Health Professions Education Program \(SHPEP\)](#) is a national program established by the [Robert Wood Johnson Foundation \(RWJF\)](#). SHPEP is a free summer enrichment program focused on improving access to information and resources for undergraduate, including community college students, interested in pursuing a career in the health professions.

SHPEP is seeking a program assistant to support the program manager, instructors, and staff, as well as scholars in preparing for and carrying out programming. The SHPEP program assistant serves as one of our many pairs of boots on the ground, representing and modeling [UNMC iTEACH values](#). The core responsibilities of the program assistant are to 1) assist with onboarding and follow-up of 80 scholars, assuring **accountability**, 2) demonstrate **excellence** in overseeing and updating 11 Canvas course shells and content in collaboration with respective instructors, 3) bring inspiration and **innovation** to helping update staff training materials and develop new content, 4) prove exceptional **teamwork** and **courage** when co-leading staff meetings and training sessions in collaboration with the program manager, 5) provide strong support of programmatic aspects to help assure smooth program implementation in collaboration with our team of learning community leads, and 6) serve as intermediate contact for the SHPEP at UNMC head learning community, and the SHPEP at UNMC head residence life and social activity lead.

The SHPEP program assistant reports directly to the SHPEP program manager. All outside employment or extracurricular activities during the employment period (March 3, 2025, to August 1, 2025) are subject to the approval of the SHPEP program manager prior to participation. The program assistant will provide a total of 680 hours between the stated employment period. While the work schedule is flexible in the weeks in advance of SHPEP at UNMC programming, this position contributes a minimum of 40 hours per week between May 12 and August 1. The program assistant is expected to flex some of their time into the evening to participate in pre-scheduled staff training sessions and weekly staff meetings that take place at UNO Scott Housing or zoom as needed. All applicants must be eligible for employment/hold a valid work permit. We are able to accept applications from international students who hold an F1 or J1 visa.

Duties and Responsibilities

- Provide strong administrative, logistic, and program coordination support.
- Help assure smooth implementation of programmatic activities (as described above).
- Set-up, start/stop, and archive/catalog daily zoom/echo recordings, and create a catalog of recording links of presentations that can be shared with the SHPEP national program office.
- NPO Media Requests: Assist in compiling photo and video footage requested by the SHPEP national program office.
- Capture photos and video footage and contribute to social media updates.
- Lead SHPEP at UNMC support staff teams through a range of programmatic/ scholar support activities, including but not limited to assembly and distribution of scholar and support staff bags (promotional items), creation of scholar arrival/departure and airport pick-up/drop-off schedules, confirmation of correct arrival/departure times with scholars by phone and e-mail, collection of pre-participation documentation (i.e. media release forms), and daily distribution of meal tickets throughout the duration of the program.
- Assist with development and facilitation of staff training sessions and meetings, including note taking.

- Set-up SHPEP at UNMC Canvas course shells in collaboration with SHPEP instruction team. Craft and send daily schedule summaries and key announcements (i.e. housekeeping items) throughout the duration of the program.
- Send reminders and directions/campus map with parking instructions to outside speakers at least ~48 hours prior to their scheduled presentation.
- Assist with facilitation of opening and closing ceremony, and student advisory board elections as needed.
- Meet with and assist members of the SHPEP student advisory board with meal ordering and making supply purchases, such as those related to social activities, and the closing celebration.
- Assume, and carefully document other duties as assigned to help us better understand the programmatic support needs of SHPEP at UNMC.

Knowledge, Skills, and Abilities

- Must possess attention to detail, and mental flexibility necessary for navigating and prioritizing a range of duties and responsibilities.
- Exhibit a positive attitude and commitment to meeting deadlines.
- Working knowledge of Canvas Learning Management System, and willingness to learn ECHO 360.
- Proficient in using Microsoft Office Suite applications (Power Point, Word, Excel, Outlook).
- Relevant experience providing program support. Working knowledge of internal UNMC processes are a plus.
- Strong organizational and communication skills required.
- Have a valid driver's license and be insurable.
- Must have internet access and computer with webcam and Microsoft office for carrying out duties remotely.

Compensation

- The Program Assistant will receive a \$14,280 stipend for completing approximately 680 hours of work between the proposed dates of employment as described above and outlined below.
- Daily meal tickets throughout the duration of the summer program (M-F; \$12.50/each).

To apply please complete the online application [here](#).

Deadline to apply: *OPEN UNTIL FILLED*** Link to form will be closed once all positions are filled.**

SHPEP AT UNMC --- HYBRID IMPLEMENTATION SCHEDULE --- SUMMER 2025										
	SUN	MON	TUE	WED	TH	FRI	SAT	SUN	MON	TUE
Week -1	8	9	10	11	12	13	14	J		
Week 0	15	16	17	18	19	20	21	N		Support Staff (Training) & Scholar Onboarding/Pre-Program Start To Do
Week 1	22	23	24	25	26	27	28	E		Virtual Implementation
Week 2	29	30	1	2	3	4	5	J		Federal Holidays
Week 3	6	7	8	9	10	11	12	U		Move-In Arrival Day
Week 4	13	14	15	16	17	18	19	L		Orientation
Week 5	20	21	22	23	24	25	26	Y		In-person activities begin.
Week 6	27	28	29	30	31	1	2	A		Full Group Lincoln Field Trip
								U		Virtual College Specific Activities
								G		College Specific Activities
								U		Final Project Presentations & Closing Events
								S		Move-Out Departure Day

