

**RUSH UNIVERSITY MEDICAL CENTER
JOB DESCRIPTION**

TITLE: Education/Outreach High School / College Volunteer
REPORTS TO: Field Placement Supervisor

DEPARTMENT: RADC
COST CENTER: 02315

General Summary:

Under supervision, conducts a variety of established functions to engage diverse communities in Alzheimer's disease outreach, education and research. Specifically, the volunteer will assist with outreach events and activities for older adults centered on the topics of healthy aging and Alzheimer's disease.

Principal Duties and Responsibilities:

1. Attends and provide assistance with research-based community events, including marketing, pre-event preparations, day of setup, presentation support, event tear-down and post-event follow up.
2. Assist Education/Outreach team in preparing packets for community presentations and health fairs which may include folding, copying and gathering educational materials.
3. Organize and check supplies of educational materials in the storage room.
4. Enters data onto computerized forms, which includes checking data for completeness and accuracy.
5. Make phone call reminders to study participants or attendees for RADC events.
6. Volunteers must complete CITI Program training.
7. Volunteers will be trained to access the RADC participant system.
8. Other projects as requested.

Knowledge, Skills and Abilities:

1. Students must be at minimum a high school junior.
2. Computer proficiency, Microsoft Word and Excel experience required.
3. Prior work or volunteer experience a plus.
4. Excellent verbal/written communication skills and ability to work effectively in a multidisciplinary team.
5. Excellent telephone skills and etiquette.
6. Access to reliable transportation preferred, as students may be asked to drop off study or educational materials to off campus locations.
7. Bilingual (Spanish and English) a plus but not required.