COMMUNITY OUTREACH ASSISTANT

Division: KYCO   **Department:** Academic Affairs   **Experience:** Entry-level

Job Code: FWSKYCOCOMORAS   **Supervisor/Reports To:** Rachel Fitzgerald

Start Date: 8/25/2025

Support community outreach initiatives by gathering materials, organizing data, coordinating events, and assisting with clinic operations. Ideal for students interested in healthcare, public service, and developing communication and organizational skills.

Responsibilities and Career Competencies:

1. Gather materials for vision screenings, educational talks, and community outreach activities – C, P, T

2. Organize screening data and prepare spreadsheets with results – C, P, CSD, CT, T

3. Analyze vision screening results from current and previous years – C, P, CSD, CT, T

4. Assist with coordinating community service events – C, TW, P, CSD, CT, L

5. Assess and log pediatric clinic and vision therapy supplies – C, P, CSD, T

6. Attend vision screenings in community to help with organization (if schedule allows) – C, TW, P, CSD, CT, CTR, L, T

7. Assist in KYCO clinic with scheduling and calls – C, P, CSD, CT, CTR, T

Competencies/Skills: Career & Self-Development (CSD), Communication (C), Critical Thinking (CT), Community Transformation (CTR), Leadership (L), Professionalism (P), Technology (T)

Preferred Skills: Word, Excel, PowerPoint, Social Media & New Technology, attention to detail, strong active listening abilities, public speaking, written & verbal communication, willingness to learn new things.

Work Schedule: Monday: 8 AM - 12 PM
Wednesday: 8 AM - 5 PM
Thursday: 8 AM - 12 PM
Friday: 8 AM - 5 PM
Varies depending on workload

Work Conditions: Normal office and community event environments.

Physical Demands: Keyboarding, reaching/handling, stooping/kneeling, lifting/carrying up to 30 lbs.

Number of Positions: 5 or more

Pay Rate: $12.50/hour

Location: On campus: Health Professions Education Building; Off campus: Local county schools and other community events (if possible)

To Apply: Complete required sections of the application and upload your academic schedule (and practice schedule) along with your resume.

Application Notes: Resumes and applications will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age, or disabilities in its programs, activities, hiring, or the admission of students.