The Academic Affairs Student Apprenticeship Program (AASAP) offers substantive, practical work-learning experiences to undergraduates and graduate students at UCSD and other local universities.

### Supervisor Contact Information

<table>
<thead>
<tr>
<th>Supervisor Name: John Smith</th>
<th>Title: Business Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name: Community Ophthalmology</td>
<td>Telephone/Fax: 858.123.6789</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:technology@ucsd.edu">technology@ucsd.edu</a></td>
<td>Mail Code: 4321</td>
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### Position Information

<table>
<thead>
<tr>
<th>Position Working Title: Community Ophthalmology Apprentice</th>
<th>Total Openings: Two (2)</th>
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<tbody>
<tr>
<td>Estimated Duration: At least 2 quarters</td>
<td>Desired Start Date-End Date: February 2008</td>
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<td>Estimated Hrs of Wk/Wk: 8-10 hours/week</td>
<td>Students must meet a minimum requirement of 10 hrs/week to receive academic credit. Such internships are usually planned one quarter in advance with the Academic Internship Program (AIP).</td>
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<tr>
<td>_x Unpaid/Volunteer or ___ Paid (Rate: )</td>
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Would you like the AASAP Coordinator to pre-screen student applications and forward only top-most qualified individuals: Yes / No

### Description of Organization (optional)

In Community Ophthalmology our focus is on the eye health of the community. We view the community as our “patient”. Our goal is to reach out to every corner of San Diego.

**MISSION:** Partnership with the community to:

- Assess Trends and Impact of Eye Problems
- Educate Public and Professionals
- Intervene
- Save Sight Preserve Independence

### Position Overview

Describe project assignments, variety of duties, level of supervision received/exercised, scope of responsibility, etc.

- Opportunity to learn relational databases such as GIS (Geographic Information Systems) and FileMaker Pro 8.5
- Assist with filing and organizing budget materials
- Updating donor database and donor thank you letters
- Fielding telephone calls from research subjects, faculty, physicians and the public with grace, tact and knowledge
- Database entry
- Literature review

### Skills Required

- Excellent interpersonal skills, good judgment, and enthusiasm
- Strong communication skills
- Strong analytical skills
- Familiarity with both PC and MAC computers
- Prefer student to have familiarity with relational databases such as Geographic Information Systems (GIS) or FileMakerPro 8.5
- Project specific skills will be taught to student.

Date Received:
Apprenticeship Reference #: 