



MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

Job Title:	Alumni Engagement Coordinator	Job Classification:	General
Department/Group:	Alumni Engagement	Number of students requested:	1
Location:	Meharry Medical College 1005 Dr. D.B. Todd, Jr. Blvd. Nashville, TN 37208	Type of Position:	<input checked="" type="checkbox"/> General Work-Study <input type="checkbox"/> Community Service <input type="checkbox"/> Reading Tutor
Level/Salary Range:	\$17.00/hour	Position Type:	Federal Work-Study
Date posted:	August 22, 2022	Position End Date:	End of SPRING semester
External posting URL:	https://meharryjobs.silkroad.com/meharryjobs/Student-Work-Study.html		
Internal posting URL:	https://meharryjobs.silkroad.com/meharryjobs/Student-Work-Study.html		
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> Assist with locating lost alumni contact information via website and phone Assist with verifying alumni contact information via website and phone Assist with planning reunion/homecoming events Assist planning alumni events Assist the VP, Alumni Engagement with scheduling video-conferencing (6) per year <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> Bachelor's Degree <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> Knowledgeable of Microsoft Teams Zoom Video Conferencing 			
Supervisor's Name: <i>(Please print)</i>	Michelle Viera	Supervisor's signature:	<i>Michelle Viera</i>
Alternate Supervisor's Name:		Alternative Supervisor's signature:	

Vin and Al Gillo