
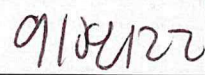






MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

Job Title:	Alumni event and Office Assistant	Job Classification:	
Department/Group:	Meharry National Alumni Association	Number of students requested:	4
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"> • Perform office support task • Assis with alumni events • Other duties assigned <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Dependable • Great attitude • Punctual • Able to handle confidential information <p>PREFERRED SKILLS</p>			
Supervisor's Name: <i>(Please print)</i>	Rahwa Mehari, Ed.D	Supervisor's signature:	<i>Rahwa Mehari</i>

Alternate Supervisor's Name:	Pamela Kellar	Alternative Supervisor's signature:	<i>Pamela Kellar</i>
Reviewed By:		Date: 	Click here to enter a date.
Approved By:		Date: 	Click here to enter a date.