



MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

Job Title: Assistant for Estate And Planned Giving		Job Classification: Administrative Assistant	
Department/Group: Institutional Advan		Number of students requested:	1
Location: Lyttle Hall	Meharry Medical College 1005 Dr. D.B. Todd, Jr. Blvd. Nashville, TN 37208	Type of Position: Administration	<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

ROLE AND RESPONSIBILITIES

Administrative assistant for Estate and Planned Giving:

- Monthly review of online responses from Estate & Planned Giving website
- Assist with creation of newsletters
- Create excel sheets for newsletters response based on assigned Development Officers
- Create excel sheets from bounced emails and blocked emails to assist with cleanup for RE's email data base.
- Create quarterly report for Estate and Planned Giving of online responses.
- Scan and upload Estate and Planned Giving documents
- Filing and Secure hard copy records

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Committed to confidentiality of all information pertaining to donors and donors' files.
- A Meharry Medical College enrolled in any one of the four schools.

PREFERRED SKILLS

- Computer Literacy with basic skill or experience in general computer use such as using a computer's operating system, using software and hardware, typing, sending, and receiving email, and searching the Internet.
- Skills with Microsoft Office software: PowerPoint, Word, Excel, and Outlook



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Supervisor's Name: Wendy Nadeau	Wendy Nadeau	Supervisor's signature:	Wendy J Nadeau
Alternate's Name: Gloria D. Sanders	Gloria D Sanders	Alternative Supervisor's signature:	Gloria D. Sanders

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