





## MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

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|--|---|--|--|
| <b>Job Title:</b>  | Clerical Support Student  | <b>Job Classification:</b>                 |  |
| <b>Department/Group:</b>   | Donor Relations and Gift Management   | <b>Number of students requested:</b>       | 2  |
| <b>Location:</b>   | Meharry Medical College<br>1005 Dr. D.B. Todd, Jr. Blvd.<br>Nashville, TN 37208   | <b>Type of Position:</b>                   | <input checked="" type="checkbox"/> General Work-Study<br><input type="checkbox"/> Community Service<br><input type="checkbox"/> Reading Tutor |
| <b>Level/Salary Range:</b>   | \$17.00/hour  | <b>Position Type:</b>                      | Federal Work-Study   |
| <b>Date posted:</b>  | August 22, 2022   | <b>Position End Date:</b>                  | End of SPRING semester   |
| <b>External posting URL:</b>   | <a href="https://meharryjobs.silkroad.com/meharryjobs/Student-Work-Study.html">https://meharryjobs.silkroad.com/meharryjobs/Student-Work-Study.html</a> |  |  |
| <b>Internal posting URL:</b>   | <a href="https://meharryjobs.silkroad.com/meharryjobs/Student-Work-Study.html">https://meharryjobs.silkroad.com/meharryjobs/Student-Work-Study.html</a> |  |  |
| <b>Job Description</b>   |   |  |  |
| <p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Scan paper documents to digital files</li> <li>• Organizing and preparing documents for mailing</li> <li>• Minimal database updates</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p><b>PREFERRED SKILLS</b></p> <p>Good oral and written communication skills<br/>           Microsoft office proficient<br/>           Works independently</p> |   |  |  |
| <b>Supervisor's Name:</b><br><i>(Please print)</i>   | Enola P. Walton   | <b>Supervisor's signature:</b>             |   |
| <b>Alternate Supervisor's Name:</b>  | Joyia Walker  | <b>Alternative Supervisor's signature:</b> |  |

Am. Aid  9/15/22