



MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

Job Title:	Data Entry	Job Classification:	
Department/Group:	MAT Clinic	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:	\$20.00/hour	Position Type:	Federal Work-Study
Date posted:	August 10, 2023	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> <p>Enter patient information into state system(s) from weekly distributed lists</p> <ul style="list-style-type: none"> ⌚ Enter patient information into REDcap database for Meharry MAT grants. May need to cross-reference names from two databases to account for any duplications ⌚ Can set your own hours; work is to be completed in a timely manner and entered on a weekly basis. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Data Entry experience, must be able to attend training(s) held by the state to attain user account. Must have eCW at Meharry. Looking for 3rd and 4th year students who have eCW.</p> <p>PREFERRED SKILLS</p> <p>REDCap a plus, but not necessary. Interest in patients with behavioral health concerns and substance abuse.</p>			
Supervisor's Name: (Please print)	Parul Patel	Supervisor's signature:	
Alternate Supervisor's Name:	Robert Cooper	Alternative Supervisor's signature:	
Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.