







## MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

<b>Job Title:</b>	Data Entry	<b>Job Classification:</b>	
<b>Department/Group:</b>	MAT Clinic	<b>Number of students requested:</b>	4
<b>Location:</b>	Meharry Medical College 1005 Dr. D.B. Todd, Jr. Blvd. Nashville, TN 37208	<b>Type of Position:</b>	<input checked="" type="checkbox"/> General Work-Study <input type="checkbox"/> Community Service <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>Enter patient information into state system(s) from weekly distributed lists</li> <li>Enter patient information into REDcap database for Meharry MAT grants. May need to cross-reference names from two databases to account for any duplications</li> <li>Can set your own hours; work is to be completed in a timely manner and entered on a weekly basis.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>Data Entry experience, must be willing to attend training(s) held by the state to attain user account.</p> <p><b>PREFERRED SKILLS</b></p> <p>REDCap a plus, but not necessary. Interest in patients with behavioral health concerns and substance abuse.</p>			
<b>Supervisor's Name:</b> <i>(Please print)</i>	Parul Patel	<b>Supervisor's signature:</b>	
<b>Alternate Supervisor's Name:</b>	Robert Cooper	<b>Alternative Supervisor's signature:</b>	
<b>Reviewed By:</b>		<b>Date:</b>	8/23/22 <span style="float: right;">Click here to enter a date.</span>
<b>Approved By:</b>		<b>Date:</b>	8/23/22 <span style="float: right;">Click here to enter a date.</span>