



MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

Job Title:	Library Executive Director	Job Classification:	Manager/Supervisor
Department/Group:	Library & Archives	Number of students requested:	10
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			
ROLE AND RESPONSIBILITIES <ul style="list-style-type: none"> • [Bulleted list item] responsible for manning the reference desk during hours of public service; 7:00a.m. - 1:00a.m. and weekend hours. • [Bulleted list item] responsibilities at reference desk include providing general directions, material check-out procedures, shelving books, and assisting with special library outreach programs assistance in the college archives with various tasks including exhibit preparation 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS <p>No previous library experience needed. Good organizational skills desired. Educational requirements: admittance MM</p>			
PREFERRED SKILLS			
Supervisor's Name: (Please print)	Sandra Parham	Supervisor's signature:	
Alternate Supervisor's Name:	Vanessa Smith	Alternative Supervisor's signature:	
Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.