



## MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

<b>Job Title:</b>	<b>MPH Teaching Assistant</b>	<b>Job Classification:</b>	
<b>Department/Group:</b>	Division of Public Health Practice	<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>	June 30, 2022
<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>		

### Job Description

#### ROLE AND RESPONSIBILITIES

- Assist faculty with uploading course material on BB
- Assist faculty with lectures and managing chat discussions
- Assist faculty with grading homework assignments
- Other duties related to course management
- Upload homework assignments on Blackboard
- Tutor students enrolled in MPH courses
- Communicate and manage course guests
- Manage chat feature during virtual lectures
- Develop lecture materials under the supervision of the course instructor
- Grade homework assignments

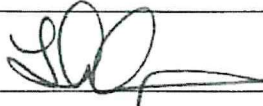

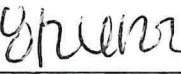


#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

B or better in MPH core courses (Research Design, Biostats, Health Behavior, Epidemiology)  
Must sign confidentiality agreement regarding student information and grades.

#### PREFERRED SKILLS

Strong oral communication skills  
Strong written communication skills  
Knowledge of Zoom and Blackboard functionality  
Organized and keen attention to detail  
Ability to work independently and complete tasks on time

Blackboard, Zoom, Microsoft office tools, Adobe Acrobat

<b>Supervisor's Name:</b> <i>(Please print)</i>	Leah Alexander	<b>Supervisor's signature:</b>	
<b>Alternate Supervisor's Name:</b>		<b>Alternative Supervisor's signature:</b>	
Reviewed By:		Date: 	Click here to enter a date.
Approved By:		Date: 	Click here to enter a date.