



MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

Job Title:	Office Assistant	Job Classification:	
Department/Group:	Student Affairs Immediate Office	Number of students requested:	Up to 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:	\$17.00/hour	Position Type:	Federal Work-Study
Date posted:	August 22, 2022	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

Students will assist with filing, attending student events, scanning documents, creating flyers, assisting with organizing office space, and other assignments as needed

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Organized, good communication skills, efficient in Microsoft Word, Excel and PowerPoint

PREFERRED SKILLS

Supervisor's Name: <i>(Please print)</i>	Tammi Lavender	Supervisor's signature:	
Alternate Supervisor's Name:	April Curry	Alternative Supervisor's signature:	

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