



## MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

<b>Job Title:</b> Office Worker		<b>Job Classification:</b>	
<b>Department/Group:</b>	Internal Medicine	<b>Number of students requested:</b>	2
<b>Location:</b>	Meharry Medical College 1005 Dr. D.B. Todd, Jr. Blvd. Nashville, TN 37208	<b>Type of Position:</b> Office	<input checked="" type="checkbox"/> General Work-Study <input type="checkbox"/> Community Service <input type="checkbox"/> Reading Tutor
<b>Level/Salary Range:</b>	\$20.00/hour	<b>Position Type:</b>	Federal Work-Study
<b>Date posted:</b>	August 10, 2023	<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>			
<b>ROLE AND RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>[Bulleted list item]</li> <li>[Bulleted list item]</li> </ul> <p>• Filing • Interoffice errands to transport documents • Assisting with office supply inventory</p>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b> B.S.			
<b>PREFERRED SKILLS</b> <ul style="list-style-type: none"> <li>• Word</li> <li>• Microsoft office</li> </ul>			
<b>Supervisor's Name:</b> (Please print)	DR. Ethel Harris	<b>Supervisor's signature:</b>	Dr. Ethel Harris
<b>Alternate Supervisor's Name:</b>		<b>Alternative Supervisor's signature:</b>	
<b>Reviewed By:</b>		<b>Date:</b>	Click here to enter a date.
<b>Approved By:</b>		<b>Date:</b>	Click here to enter a date.