



MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

Job Title:	Program Administrative Assistant	Job Classification:	Student Worker
Department/Group:	Pediatrics/NSB	Number of students requested:	2
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

- Assist with the creation and implementation of NSB special projects
- Assist with the NSB intake/consent process and recruitment outreach
- Provide staffing assistance during regular business hours- with the availability after hours and Saturday hours
- Charge with data collection of pre/posttest surveys and other data sets as determine by the NSB program administration.
- Greet program participants and assist with self-registration/check-in kiosk
- Collect program documentation as needed from NSB participants
- Assist with the set up and breakdown of group education session
- Assist during group education as needed.
- Remind NSB participants of upcoming group education and other NSB activities
 - Via phone, Facebook, email, clinic visit, etc.
- F/U on missed appointments
- Provide admin support for the NSB Social Worker
- NSB database management

QUALIFICATIONS AND EDUCATION REQUIREMENTS

MD or MSPH student
Basic knowledge of public health programming

PREFERRED SKILLS

Team player



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Ability to assist in after hour clinics Must like working with pregnant women, postpartum women and infants			
Supervisor's Name: <i>(Please print)</i>	Angela Goode	Supervisor's signature:	
Alternate Supervisor's Name:	Dr. Kimberlee Wyche-Etheridge	Alternative Supervisor's signature:	

Fin. Aid: y 4/10/22