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| Job Title: | Program Administrative Assistant | Job Classification: | Student Worker |
| Department/Group: | Pediatrics/NSB | Number of students requested: | **3** |
| Location: | Meharry Medical College1005 Dr. D.B. Todd, Jr. Blvd.Nashville, TN 37208 | Type of Position: | \_\_X\_\_ General Work-Study\_\_\_\_ Community Service\_\_\_\_ Reading Tutor |
| Level/Salary Range: | $20.00/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/post-test surveys and other data sets as determined 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 setup and breakdown of group education sessions
* 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 RequirementsMD or MSPH studentBasic knowledge of public health programmingPreferred SkillsTeam playerAbility to assist in Saturday and after-hour clinicsMust like working with pregnant women, postpartum women, and infants |
| Supervisor’s Name:*(Please print)* | Angela Goode | Supervisor’s signature: |  |
| Alternate Supervisor’s Name: | Dr. Kimberlee Wyche-Etheridge | Alternative Supervisor’s signature:  |  |