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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 College  1005 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 Requirements  MD or MSPH student  Basic knowledge of public health programming  Preferred Skills  Team player  Ability to assist in Saturday and after-hour clinics  Must 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: |  |