





## MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

<b>Job Title:</b>	Quality Enhancement Plan-Student Assistant	<b>Job Classification:</b>	Assistant to the Director
<b>Department/Group:</b>	Institutional Effectiveness QEP	<b>Number of students requested:</b>	5
<b>Location:</b>	Meharry Medical College 1005 Dr. D.B. Todd, Jr. Blvd. Nashville, TN 37208	<b>Type of Position:</b>	<input checked="" type="checkbox"/> General Work-Study <input type="checkbox"/> Community Service <input type="checkbox"/> Reading Tutor
<b>Level/Salary Range:</b>	\$17.00/hour	<b>Position Type:</b>	Federal Work-Study
<b>Date posted:</b>	August 22, 2022	<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>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>Organize and enter data into files/software</li> <li>Plan QEP activities and events</li> <li>Deliver and assemble materials</li> <li>Create and give surveys/questionnaires/evaluations</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>In good academic standing with the school</li> </ul> <p><b>PREFERRED SKILLS</b></p> <ul style="list-style-type: none"> <li>Excellent written and verbal communication skills</li> <li>Interpersonal skills</li> <li>Analytical and problem-solving skills</li> <li>Critical Thinking skills</li> </ul>			
<b>Supervisor's Name:</b> <i>(Please print)</i>	Anita F. Austin	<b>Supervisor's signature:</b>	
<b>Alternate Supervisor's Name:</b>	N/A	<b>Alternative Supervisor's signature:</b>	N/A

Reviewed by:  9/19/22