



## MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

|                              |   |                                      |  |
|------------------------------|---|--------------------------------------|--|
| <b>Job Title:</b>            | <b>Research Assistant</b>   | <b>Job Classification:</b>           | General Work Study   |
| <b>Department/Group:</b>     |   | <b>Number of students requested:</b> |  |
| <b>Location:</b>             | Meharry Medical College<br>1005 Dr. D.B. Todd, Jr.<br>Blvd.<br>Nashville, TN 37208  | <b>Type of Position:</b>             | <input checked="" type="checkbox"/> General Work-Study<br><br><input type="checkbox"/> Community Service<br><br><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> |                                      |  |

### Job Description

#### ROLE AND RESPONSIBILITIES

**All responsibilities in support of the following research study:** [www.sisterdiabetesstudy.com](http://www.sisterdiabetesstudy.com)

- Take minutes during research team meetings (mostly virtual)
- Prepare minutes from research team meetings
- Prepare and process invoices for research consultants
- Enter research study data into electronic database
- Assist with recruitment of study participants, including at community outreach events
- Assist with scheduling research study participants for research activities
- Assist with communicating with research study participants via phone, email, and text messaging service
- Light clerical/office work

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

Any Meharry student can apply.

#### PREFERRED SKILLS

- Familiar with REDCap (electronic research data capture system)
- Strong verbal communication skills
- Strong organizational skills

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| <b>Supervisor's Name:</b><br><i>(Please print)</i> | Stephania Miller-Hughes | <b>Supervisor's signature:</b>             | <i>Stephania Miller-Hughes</i> |
| <b>Alternate Supervisor's Name:</b>                |                         | <b>Alternative Supervisor's signature:</b> |                                |
| Reviewed By:                                       | <i>g</i>                | Date: <i>9/11/12</i>                       | Click here to enter a date.    |
| Approved By:                                       | <i>g</i>                | Date: <i>9/11/12</i>                       | Click here to enter a date.    |