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| Job Title: Research Interns |  | Job Classification: |  |
| Department/Group: OSSI |  | Number of students requested: 1 |  |
| Location: Office of Strategic Initiatives and Innovation | 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: | $17.00/hour | Position Type: | Federal Work-Study |
| Date posted: | August 22, 2022 | Position End Date: | No end date – positions remain open |
| 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   * Attending & scheduling meetings to advance the mission of the Office and Meharry Medical College. * Conducting office tasks once per month or as needed based on the student's schedule. * Applicants can engage in (a) translational research projects or (b) evidence-based events and conferences. * Conduct library searches, enter documents in Endnotes, use Covidence and other tools, and write reference lists. * Assist with writing literature reviews and summarizing scholarly works, including the opportunity to publish with Dr. Henderson and colleagues. * Maintain confidentiality as required by HIPPA, office tasks, and research ethics.   Qualifications and Education Requirements   * Complete the Citi (IRB) basic research training by the second month on the job. * Have the willingness to acquire new skills and knowledge, including collaborative processes. * Have or be willing to acquire good writing, organizational, and basic computer skills.   Preferred Skills   * Excellent social media and computer skills. | | | |
| Supervisor's Name: | Dr. Tammy L. Henderson | Supervisor's signature: | Dr. Tammy L. Henderson |
| Alternate Supervisor's Name: |  | Alternative Supervisor's signature: |  |
| Reviewed By: |  | Date: | Click here to enter a date. |
| Approved By: |  | Date: | Click here to enter a date. |