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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 College1005 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.
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| 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. |