



MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

Job Title:	Student Assistant	Job Classification:	Work Study
Department/Group:	Student Affairs	Number of students requested:	8
Location:	Meharry Medical College 1005 Dr. D.B. Todd, Jr. Blvd. Nashville, TN 37208	Type of Position:	<input checked="" type="checkbox"/> General Work-Study <input type="checkbox"/> Community Service <input type="checkbox"/> Reading Tutor
Level/Salary Range:	\$17.00/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

- Clerical duties such as organizing binder packets, making copies, running errands, mailing documents
- Assist with preparation of student activities
- Assist in preparation of events and programs
- Researching various topics and providing data related to student activities
- Conduct campus tours and participate in several events
- Assist the Dean of Student Affairs and staff as needed

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be enrolled as student at Meharry Medical College, School of Dentistry
- Must be awarded work-study through Financial Aid and Scholarship
- Must maintain at least a 2.5 cumulative GPA
- Excellent written and verbal communication skills and strong attention to detail
- Flexibility to work remotely as needed
- Ability to work independently and/or as a team member
- Outstanding professional demeanor and excellent customer service and phone etiquette
- Must be dependable, self-motivated and flexible

PREFERRED SKILLS

- Strong computer skills with working knowledge of Microsoft
- Working knowledge of basic office equipment



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<ul style="list-style-type: none">• Ability to communicate and work well with a diverse staff and other students• Must be willing to sign a statement of conduct and a statement of confidentiality			
Supervisor's Name: <i>(Please print)</i>	Valencia Nestor	Supervisor's signature:	
Alternate Supervisor's Name:	AUCIA MURPHY	Alternative Supervisor's signature:	

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