



MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

Job Title:	Student Office Assistant	Job Classification:	
Department/Group:	Ethics & Professionalism	Number of students requested:	2
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			
<p>ROLE AND RESPONSIBILITIES Assist with Office duties as assigned.</p> <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • CURRENTLY ENROLLED DENTAL STUDENT. • STUDENT IN GOOD STANDING <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Good communication skills • Ability to follow through in a timely manner. • Adept with computer: Microsoft word; excel, power-point. • Research skills; ability to research topics and compile information. • Ability to accept feedback 			
Supervisor's Name: <i>(Please print)</i>	JACINTA P LEANE	Supervisor's signature:	
Alternate Supervisor's Name:		Alternative Supervisor's signature:	

fn. Aid @ 8/19/22