




MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

Job Title:	Student Worker	Job Classification:	Work Study
Department/Group:	CEDS	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</p> <ul style="list-style-type: none"> - Assist staff with administrative duties - Update excel forms - Create PowerPoint presentations, slides, etc. - Assist with filing (if in person) - Assist Skills Specialist with workshops (virtual and in person) - Assist tutor coordinator with various tasks <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>N/A</p> <p>PREFERRED SKILLS</p> <p>Excel PowerPoint Word Basic computer skills</p>			
Supervisor's Name: <i>(Please print)</i>	Shonae Settles	Supervisor's signature:	
Alternate Supervisor's Name:	Pamela Rucker	Alternative Supervisor's signature:	