

## Off-Campus/Community Service Work-Study Job Request Form

<b>Agency Name</b>	<b>Because Houston Loves You</b>		
<b>Supervisor Name</b>	Matthews, Gwendolyn	<b>Supervisor Title</b>	Executive Director
<b>Mailing Address</b>	P.O. Box 3731	<b>City, State, Zip</b>	Houston, TX 77253-3731
<b>Physical Address</b>	7700 Fulton Ste 201	<b>City, State, Zip</b>	Houston, TX 77022
<b>Phone Number</b>	832-301-4808	<b>Fax Number</b>	713-510-5038
<b>Email Address</b>	b-houstonlovesyou2@att.net	<b>Type of Agency</b>	NonProfit -Human Service

*Days/Hours of Operation – Please enter the hours your agency is open on the specified days.*

EXAMPLE	OPEN: 8:00am	CLOSE: 5:00pm	THURSDAY	OPEN: 9:00	CLOSE: 8:00
MONDAY	OPEN: 9:00	CLOSE: 8:00	FRIDAY	OPEN: 9:00	CLOSE: 8:00
TUESDAY	OPEN: 9:00	CLOSE: 8:00	SATURDAY	OPEN: 9:00	CLOSE: 5:00
WEDNESDAY	OPEN: 9:00	CLOSE: 8:00	SUNDAY	OPEN:	CLOSE:

*Job Information – Attach additional documents, if needed.*

<b>Job Title</b>	Bus Administrative Assistant	<b>Work Location</b>	North,SE, SW, NW, & Downtown	<b>No. of Positions</b>	10
<b>Minimum GPA Requirement</b>	3.0				

### Job Description

Assist in the management of events, programs, and projects: Works closely with administrators and managers. Student will learn the basics of planning, organizing, staffing, TOWS, SWOT, Logic Models.

### Dress Code

Business Casual

### Objective (What [skills, experiences] will the student develop in this position?)

Basic Business, management, event planning, program goal setting, project administration, grant development

Any changes to your job description will require a new Work-Study Job Request Form. This position will remain open until notified by the supervisor/work-study coordinator.

### Authorized Agency Signature:

**Printed Name/Title:** Gwendolyn Matthews, Executive Director

**Date:** 8/3/2012

### Work-Study Office Only

<b>Date Posted Online</b>		<b>Work-Study Coordinator</b>	
<b>Filled Date</b>		<b>Date</b>	