

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

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

Job Title	Student Mentor/Tutor	Work Location	Multiple: N, S, E, W. Downtown	No. of Positions	10
Minimum GPA Requirement	2.5				

Job Description

Student mentors and tutors students in academic subjects: math, science, english, literature, foreign language, computer science.

Dress Code

Business Casual

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

The student will gain experience in working in human service: intake, assessment, public speaking, education, teaching, and managing the progress of students. Student management.

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, PhD.a.b.d.

Date: 8-3-12

Work-Study Office Only

Date Posted Online	08/03/12	Work-Study Coordinator	
Filled Date		JOBREQ:	WS0184-WS0193