



Work-Study Job Request Form

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| Supervisor Contact Information – Please complete all fields. | | Choose One: | On-Campus |
| Supervisor Name | Williams, Jennifer | Supervisor Title | Internship Coordinator |
| Building/Department | Nabrit Science Building, College of Pharmacy and Health Sciences | Room#/Floor | 308 |
| Phone Number | 713-313-1216 | Email Address | Jennifer.williams@tsu.edu |
| BackUp Supervisor | Henry, Amanda | BackUp Title | Internship Coordinator |
| BackUp Phone Number | 713-313-1262 | BackUp Email | Amanda.henry@tsu.edu |

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|--|----------------------|-----------------------|-----------------|----------------------|-----------------------|
| Days/Hours of Operation – Please enter the hours your department is open on the specified days. | | | | | |
| EXAMPLE | OPEN: 8:00am | CLOSE: 5:00pm | THURSDAY | OPEN: 8:00 am | CLOSE: 5:00 pm |
| MONDAY | OPEN: 8:00 am | CLOSE: 5:00 pm | FRIDAY | OPEN: 8:00 am | CLOSE: 5:00 pm |
| TUESDAY | OPEN: 8:00 am | CLOSE: 5:00 pm | SATURDAY | OPEN: | CLOSE: |
| WEDNESDAY | OPEN: 8:00 am | CLOSE: 5:00 pm | SUNDAY | OPEN: | CLOSE: |

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|--|------------------|----------------------|-------------------------|-------------------------|---|
| Job Information – Attach additional documents, if needed. | | | | | |
| Job Title | Office Assistant | Work Location | Nabrit Science Building | No. of Positions | 2 |
| Minimum GPA Requirement | 2.3 | Major | Any | | |

Job Description

The College of Pharmacy and Health Sciences, Office of Experiential Training is looking for a student with excellent customer service and communication skills. Duties include: making copies, filing, running errands, scheduling, and meeting planning. In addition, student will assist the internship coordinators with internship process which includes, completing on-boarding paperwork, data entry and affiliation agreement organization.

Skills include: telephone skills, typing, documentation skills, verbal communication, written communication, dependability, attention to detail and administrative writing skills. Student will assist the office's internship coordinators in execution of day to day runnings of the office.

Dress Code

Business Casual

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

To become a resourceful professional who offers strong problems-solving and customer service skills and an effective communicator with students, stakeholders and faculty. The student will become familiar with the healthcare environment and expectations from an education coordinator. The student will further be exposed to different careers within the College of Pharmacy and Health Sciences.

Date: June 19, 2019

Work-Study Office Only

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|---------------------------|-------------------------------------|
| Date Posted Online | Work-Study Coordinator _____ |
| JOBREQ# | Date _____ |