

Appointments to Student Publications Business Office positions are for one semester only. Appointments may be renewed based on satisfactory performance reviews. Staff members are expected to work between semesters and over the summer.

DISCLAIMER "State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect."

POSITIONS AVAILABLE (Please read the attached job descriptions and check the position(s) for which you're applying.)

- Morning (8 a.m. to 12:30 p.m.) Afternoon (12:30 p.m. to 5 p.m.)

TELL US ABOUT YOURSELF

Name _____ Today's date: _____

SSN _____

Local mailing address

Permanent mailing address (if different)

Local phone

Permanent phone

Mobile phone

E-mail address

Are you enrolled as a UH student? yes no

Are you in good academic standing? yes no

What is your major?

What is your anticipated graduation date (month/year)?

Tell us about your special skills, awards and honors.

PLEASE ANSWER THE FOLLOWING QUESTIONS

How long have you worked with computers and what have you used them for?

Work in the Business Office requires you to interact with many different personalities. Describe your experience working with people.

Describe your experience with and success at working on deadlines, particularly short deadlines.

The offices of a daily newspaper can be quite hectic. Describe your experience working in a fast-paced environment.

Tell us about other work experience that will benefit you in this job.

Job description: **BUSINESS OFFICE ASSISTANT**

GENERAL DESCRIPTION

To assist with business operations of the Department of Student Publications.

QUALIFICATIONS

- Currently enrolled as a student at UH
- Must have reliable transportation
- Detail-oriented, self-motivated and able to work with little supervision
- Able to work between semesters and during the summer
- Have some office and computer experience

RESPONSIBILITIES

- Enter insertion orders.
- Reconcile runsheet with newspaper's ads.
- Calculate time cards.
- Research ad discrepancies.
- Retrieve tearsheets to accompany invoices.
- Mail out daily and weekly subscriptions.
- Archive newspapers.
- Answering phones, filing, copying, faxing and running daily errands.
- Perform other tasks as assigned by the Business Office Manager and Office Assistant.