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Baylor-FWS

Organizations & Job Descriptions

<u>BCM FWS Departments</u>	<u>Job Descriptions</u>
<p>Health Professions (PA students) BCM108</p> <p>Jeannette Adams jlewis@bcm.edu 713-798-4613</p>	<p>Make handouts for each lecture. To keep track of Lecture handouts not received prior to each lecture. To maintain resource file. To label copy of handout For resource file. To tidy up classroom at the end of Each day. To assume responsibility for the A/V Equipment if the other student employee is absent.</p>
<p>Academic Success Center Phan Anderson phan@bcm.edu Suzette Roldan sroldan@bcm.edu 713-798-7336</p>	<p>Provide a “presence” at the ERC circulation desk. Check “stack items” in and out using the Destiny Application. Find and/or re shelve “stack items”. Answer the ERC phone. Answer questions relevant to ERC services and function. Refer questions to Appropriate ERC staff. Report concerns or questions About ERC function, condition, or equipment to ERC Staff.</p>
<p>Curriculum Office (Medical students) Christa Clarke christac@bcm.edu 713-798-1074</p>	<p>Assist in curriculum mapping efforts utilized to create reports and Maintain accreditation. Students will report to the Project manager, Curriculum office and may be able to work between 10-20 hours per week. Students with an interest in medical education and curriculum Development are highly encouraged to apply.</p>