



BAAS-AA and BS IS Majors Field Experience Opportunities AA 4380 in Spring 2018

Who: Administrative Interns

Where: United Surgical Partners International (Memorial Hermann Surgical Hospital Kingwood)

When: Spring 2018

Contact: Dr. Karen Kaser, BAAS-AA Program Director (South-601)

KaserK@uhd.edu ; 713-226-5219 for more info and approval process

Duties include:

Front Desk/Business Office Operations

Shadowing members of Executive & Management teams

Assisting with special projects

Attendance of leadership and board meetings