



TEXAS SOUTHERN UNIVERSITY

Office of Student Financial Assistance

Ph: 713-313-7071 • Fax: 713-313-1859 • financialaid@tsu.edu • www.em.tsu.edu

2022-2023- Work-Study Job Request Form

Supervisor Contact Information – Please complete all fields.		Choose One:	On-Campus
Supervisor Name	Cochran, Connie L.	Supervisor Title	Assistant Vice President, Alumni Relations & Special Events
Building/Department	Hannah Hall	Room#/Floor	210
Phone Number	713-313-1363	Email Address	Connie.Cochran@tsu.edu
BackUp Supervisor	Isoke Frank-Williams	BackUp Title	EA
BackUp Phone Number	713-313-1361	BackUp Email	Isoke.williams@tsu.edu

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: same	CLOSE: same
MONDAY	OPEN: 8:00am	CLOSE: 5:00pm	FRIDAY	OPEN: same	CLOSE: same
TUESDAY	OPEN: same	CLOSE: same	SATURDAY	OPEN: same	CLOSE: same
WEDNESDAY	OPEN: same	CLOSE: same	SUNDAY	OPEN: same	CLOSE: same

Job Information – Attach additional documents, if needed.					
Job Title	Alumni Asst.-Student Worker	Work Location	Hannah Hall 210	No. of Positions	2-3
Minimum GPA Requirement	2.5	Major	Any		

Job Description/Duties

Serve as an assistant to the Office of Alumni Relations. Greet alumni, answer the phone, and assist with events.

Dress Code

Neat presentable attire

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

Dependable, reliable, upbeat, personable, professional and articulate. Must be a problem solver. Must be a people person and enjoy working with others.

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.

Date: 08/12/2022

Work-Study Office Only

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

Updated:
02MAY12

Please send your documents to:
Texas Southern University
Office of Student Financial Assistance
3100 Cleburne Street • Houston, TX 77004