



TEXAS SOUTHERN UNIVERSITY

Office of Student Financial Assistance

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

Supervisor Contact Information – Please complete all fields.		Choose One:	On-Campus
Supervisor Name	Sheard, Charlean	Supervisor or Title	Librarian Assistant
Building/Department	LLC/Circulation	Room#/Floor or	117/1st floor
Phone Number	713-313-1082	Email Address	Charlean.sheard@tsu.edu
BackUp Supervisor	Hooks, Leocadia	BackUp Title	Interim Assistant Director/Serials Librarian
BackUp Phone Number	713-313-4304	BackUp Email	Leocadia.hooks@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: 7:30am	CLOSE: 12:00am
MONDAY	OPEN: 7:30am	CLOSE: 12:00am	FRIDAY	OPEN: 7:30am	CLOSE: 6:00pm
TUESDAY	OPEN: 7:30am	CLOSE: 12:00am	SATURDAY	OPEN: 9:00am	CLOSE: 6:00pm
WEDNESDAY	OPEN: 7:30am	CLOSE: 12:00am	SUNDAY	OPEN: 12:00pm	CLOSE: 10:00pm

Job Information – Attach additional documents, if needed.

Job Title	Student Assistant	Work Location	Library Learning Center/LLC	No. of Positions	4
Minimum GPA Requirement	2.50	Major	All majors are welcome		

Job Description/Duties: The Students assist the Circulation staff by checking out and discharging library items, helping patrons find materials, promoting library events, and informing patrons of library policies. This position also performs additional duties including shelving, stacks maintenance and other assigned projects.

Dress Code Casual Professional

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

Must be able to work a flexible 20-hours per week schedule

Must be hard working, trustworthy, accurate and efficient.

Must have basic computer skills, such as Microsoft Office 365

Must have a good customer service attitude and like working with people.

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: 7/25/22

Work-Study Office Only

Office of Student Financial Assistance
3100 Cleburne Street • Houston, TX 77004



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

2022-2023- Work-Study Job Request Form

Updated:
02MAY12

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