



# 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

|   |                  |                    |  |
|---|------------------|--------------------|--|
| <b>Supervisor Contact Information – Please complete all fields.</b> |                  | <b>Choose One:</b> | <b>On-Campus</b>                             |
| Supervisor Name   | Redding, Kedrick | Supervisor Title   | Director of Wind Ensembles/ Music instructor |
| Building/Department   | Music            | Room#/Floor        | 233  |
| Phone Number  | 7133134467       | Email Address      | Kedrick.redding@tsu.edu                      |
| BackUp Supervisor   |                  | BackUp Title       |  |
| BackUp Phone Number   |                  | BackUp Email       |  |

|  |                     |                      |                 |                   |                   |
|--|---------------------|----------------------|-----------------|-------------------|-------------------|
| <b>Days/Hours of Operation – Please enter the hours your department is open on the specified days.</b> |                     |                      |                 |                   |                   |
| <b>EXAMPLE</b>   | <b>OPEN: 8:00am</b> | <b>CLOSE: 5:00pm</b> | <b>THURSDAY</b> | <b>OPEN: 10am</b> | <b>CLOSE: 1pm</b> |
| <b>MONDAY</b>  | <b>OPEN: 10am</b>   | <b>CLOSE: 3pm</b>    | <b>FRIDAY</b>   | <b>OPEN: 10am</b> | <b>CLOSE: 3pm</b> |
| <b>TUESDAY</b>   | <b>OPEN: 10am</b>   | <b>CLOSE: 1pm</b>    | <b>SATURDAY</b> | <b>OPEN:</b>      | <b>CLOSE:</b>     |
| <b>WEDNESDAY</b>   | <b>OPEN: 10am</b>   | <b>CLOSE: 3pm</b>    | <b>SUNDAY</b>   | <b>OPEN:</b>      | <b>CLOSE:</b>     |

|  |                   |                      |                |                         |   |
|--|-------------------|----------------------|----------------|-------------------------|---|
| <b>Job Information – Attach additional documents, if needed.</b> |                   |                      |                |                         |   |
| <b>Job Title</b>   | Student Assistant | <b>Work Location</b> | Music Building | <b>No. of Positions</b> | 4 |
| <b>Minimum GPA Requirement</b>                                   | 2.0               | <b>Major</b>         | N/A            |                         |   |

#### Job Description/Duties

Student will assist Mr. Redding with completing tasks which include: Copying music, organizing the music library, Organizing the uniform room and complete any other tasks needed for the music building.

#### Dress Code

Students are to abide by the student dress code regulated by the University.

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

N/A

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:** 7/22/22

#### Work-Study Office Only

|                           |                                     |
|---------------------------|-------------------------------------|
| <b>Date Posted Online</b> | <b>Work-Study Coordinator</b> _____ |
| <b>JOBREQ#</b>            | <b>Date</b> _____                   |

Updated:  
02MAY12

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