



# 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	Gary, Sonya	Supervisor Title	Program Coordinator
Building/Department	Nabrit Science	Room#/Floor	105
Phone Number	713.313.1151	Email Address	Sonya.gary@tsu.edu
BackUp Supervisor	Morancie, Kishma	BackUp Title	Program Coordinator
BackUp Phone Number	4492	BackUp Email	Kishma.morancie@tsu.edu

<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: : 8:00 am</b>	<b>CLOSE: 5:00pm</b>
<b>MONDAY</b>	<b>OPEN: 8:00 am</b>	<b>CLOSE: 5:00pm</b>	<b>FRIDAY</b>	<b>OPEN: : 8:00 am</b>	<b>CLOSE: 5:00pm</b>
<b>TUESDAY</b>	<b>OPEN: : 8:00 am</b>	<b>CLOSE: 5:00pm</b>	<b>SATURDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>
<b>WEDNESDAY</b>	<b>OPEN: : 8:00 am</b>	<b>CLOSE: 5:00pm</b>	<b>SUNDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>

<b>Job Information – Attach additional documents, if needed.</b>					
Job Title	Student office worker	Work Location	Nabrit 105	No. of Positions	2
Minimum GPA Requirement	2.5	Major	Junior or Senior		
<b>Job Description/Duties</b>					
Maintain front desk, run department errands and copying task for faculty members.					
<b>Dress Code</b>					
Casual					
<b>Objective (What [skills, experiences] will the student develop in this position?)</b>					
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: 08.18.2022					
<b>Work-Study Office Only</b>					
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