



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	Boise, Andreaus	Supervisor Title	Director
Building/Department	Student Center/Career Services	Room#/Floor	212/2 nd Floor
Phone Number	713-313-7541	Email Address	Andreaus.boise@tsu.edu
BackUp Supervisor	Polk, Toia	BackUp Title	Administrative Assistant
BackUp Phone Number	713-313-7541	BackUp Email	Toia.polk@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: 8:00 AM	CLOSE: 5:00 PM
MONDAY	OPEN: 8:00 AM	CLOSE: 5:00 PM	FRIDAY	OPEN: 8:00 AM	CLOSE: 5:00 PM
TUESDAY	OPEN: 8:00 AM	CLOSE: 5:00 PM	SATURDAY	OPEN:	CLOSE:
WEDNESDAY	OPEN: 8:00 AM	CLOSE: 5:00 PM	SUNDAY	OPEN:	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Career Ambassador	Work Location	Student Center Room 212	No. of Positions	15
Minimum GPA Requirement	2.0	Major	Any		
Job Description/Duties					
See Attached					
Dress Code					
Business Casual					
<i>**No ripped jeans, mid drifts, cleavage, or inappropriate clothing while in the office</i>					
** Objective (What [skills, experiences] will the student develop in this position?)					
Students will learn to explore, choose, evaluate, and implement effective career development plans and gain access to a broad range of employers, and entrepreneurial opportunities, while assisting other students to do the same.					
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: 7/26/2022					
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