



# TEXAS SOUTHERN UNIVERSITY

## Office of Student Financial Assistance

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

### Work-Study Job Request Form

<b>Supervisor Contact Information – Please complete all fields.</b>		<b>Off /On-Campus:</b>	<b>On-Campus</b>
<b>Supervisor Name</b>	Connie Cochran	<b>Supervisor Title</b>	Assistant Vice President
<b>Building/Department</b>	Hannah Hall – Alumni Relations & Special Events	<b>Room#/Floor</b>	Room #210
<b>Phone Number</b>	713.313.1363	<b>Email Address</b>	<a href="mailto:Connie.cochran@tsu.edu">Connie.cochran@tsu.edu</a>
<b>BackUp Supervisor</b>	Brian Armstrong	<b>BackUp Title</b>	Executive Director
<b>BackUp Phone Number</b>	713.313.6861	<b>BackUp Email</b>	Brian.armstrong@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: 8:00am</b>	<b>CLOSE: 5:00pm</b>
<b>MONDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 5:00pm</b>	<b>FRIDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 5:00pm</b>
<b>TUESDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 5:00pm</b>	<b>SATURDAY</b>	<b>OPEN: CLOSED</b>	<b>CLOSE: CLOSED</b>
<b>WEDNESDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 5:00pm</b>	<b>SUNDAY</b>	<b>OPEN: CLOSED</b>	<b>CLOSE: CLOSED</b>

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Receptionist	<b>Work Location</b>	Office of Alumni Relations & Special Events	<b>No. of Positions</b>	2
<b>Minimum GPA Requirement</b>	2.5	<b>Major</b>			
<b>Job Description</b>					
Welcome alumni by greeting them in person and over the phone; answering and referring inquiries. Direct visitors by maintaining employee and department directories; giving instructions. Keep a log of all visitors that appear in person and on the telephone. Interact and deliver items to other departments on campus.					
<b>Dress Code</b>					
Business Casual					
<b>Objective (What [skills, experiences] will the student develop in this position?)</b>					
Organizational, friendliness, active listening, communication, memory, technology, adaptability, knowledge of Microsoft Office and time management.					
<b>Date</b>					
Start Date: August 26, 2019					
<b>Work-Study Office Only</b>					
<b>Date Posted Online:</b>			<b>Work-Study Coordinator:</b>		
<b>JOBREQ#</b>			<b>Date:</b>		

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