



Work-Study Job Request Form

Supervisor Contact Information – Please complete all fields.		Off /On-Campus:	On campus
Supervisor Name	Clareatha H. McDonald	Supervisor Title	Administrative Assistant
Building/Department	Education/Dept. f Curriculum & Instruction	Room#/Floor	Room 204/2 nd floor
Phone Number	713-313-7267	Email Address	Clareatha.mcdonald@tsu.edu
BackUp Supervisor	Ingrid Haynes	BackUp Title	Chair/Curriculum & Instruction
BackUp Phone Number	713-313-7179	BackUp Email	Ingrid.haynes@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: 6:00 pm
MONDAY	OPEN: 8:00 am	CLOSE: 6:00 pm	FRIDAY	OPEN: 8:00 am	CLOSE: 6:00 pm
TUESDAY	OPEN: 8:00 am	CLOSE: 6:00 pm	SATURDAY	OPEN	CLOSE:
WEDNESDAY	OPEN: 8:00 am	CLOSE: 6:00 pm	SUNDAY	OPEN:	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Student Assistant	Work Location	Education	No. of Positions	5
Minimum GPA Requirement	2.75	Major	Any		
Job Description					
The student will assist the department chair, office administrator, and faculty with copying of materials, filing, answer the phone when necessary, running errands and other general office request.					
Dress Code					
Our office assistants are expected to dress casual professional. No shorts will be allowed. No low cut tops. No baggy pants, no see through leggings. No revealing outfits. We strive to make our students understand that this is a professional environment.					
Objective (What [skills, experiences] will the student develop in this position?)					
We would like for the students to come with experience in word, excel, data processing. The student will be trained in some of the other computer processes.					
Date July 30, 2019					
Work-Study Office Only					
Date Posted Online:			Work-Study Coordinator:		
JOBREQ#			Date:		

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