



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

Supervisor Contact Information – Please complete all fields.		Choose One:	On-Campus
Supervisor Name	Lee, Justin J.	Supervisor Title	Program Coordinator – Student Engagement
Building/Department	Student Center/Division of Student Services-Student Engagement	Room#/Floor	219
Phone Number	713-313-6705	Email Address	Justin.Lee@tsu.edu
BackUp Supervisor	Weber, Brandi V.	BackUp Title	Business Administrator
BackUp Phone Number	713-313-7068	BackUp Email	Brandi.Weber@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: 8:00am	CLOSE: 5:00pm
MONDAY	OPEN: 8:00am	CLOSE: 5:00pm	FRIDAY	OPEN: 8:00am	CLOSE: 5:00pm
TUESDAY	OPEN: 8:00am	CLOSE: 5:00pm	SATURDAY	OPEN:	CLOSE:
WEDNESDAY	OPEN: 8:00am	CLOSE: 5:00pm	SUNDAY	OPEN:	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Office Assistant	Work Location	Student Center 219	No. of Positions	2
Minimum GPA Requirement	2.50	Major	No preference		
Job Description					
Student will assist in compiling and maintaining records of the office of student life; assist in organizing and promoting the different areas concerning student life. Students will assist in maintaining budget spreadsheets and performing office management skills. Students will develop ideas and innovative strategies to ultimately improve student engagement.					
Dress Code					
Business Casual					
Objective (What [skills, experiences] will the student develop in this position?)					
Student will develop an enhancement in organizational skills, computer skills, office management skills as well as both verbal and non-verbal communication skills. Students will develop exceptional team building skills, time management skills, the ability to multi-task and will develop insight into the operations of student life.					
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: 7/23/19					
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