



# 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>	Eddie Davis	<b>Supervisor Title</b>	Equipment Manager
<b>Building/Department</b>	H&PE and Fieldhouse	<b>Room#/Floor</b>	Room 105 & 104
<b>Phone Number</b>	1931	<b>Email Address</b>	Eddie.davis@tsu.edu
<b>BackUp Supervisor</b>	Rosiland McRae	<b>BackUp Title</b>	Office Manager
<b>BackUp Phone Number</b>	6830		Rosiland.mcrae@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: 7:00 am</b>	<b>CLOSE: 9:00 pm</b>
<b>MONDAY</b>	<b>OPEN: 7:00 am</b>	<b>CLOSE: 9:00 pm</b>	<b>FRIDAY</b>	<b>OPEN: 7:00 am</b>	<b>CLOSE: 9:00 pm</b>
<b>TUESDAY</b>	<b>OPEN:7:00 am</b>	<b>CLOSE: 9:00 pm</b>	<b>SATURDAY</b>	<b>OPEN: 7:00 am</b>	<b>CLOSE: 9:00 pm</b>
<b>WEDNESDAY</b>	<b>OPEN: 7:00 am</b>	<b>CLOSE: 9:00 pm</b>	<b>SUNDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Student Equipment's	<b>Work Location</b>	H&PE & Field House	<b>No. of Positions</b>	10
<b>Minimum GPA Requirement</b>	2.0	<b>Major</b>	N/A		

#### Job Description

The student will assist the Head Equipment Manager and the Football Equipment Manager in daily equipment room and field operation

#### Dress Code

Casual

#### Objective (What [skills, experiences] will the student develop in this position?)

Learn how to repair equipment and assist and work with other people.

Date July 30, 2019

#### Work-Study Office Only

<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