



# 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>	Dischunara Brown	<b>Supervisor Title</b>	Default Prevention Coordinator
<b>Building/Department</b>	Financial Aid	<b>Room#/Floor</b>	Welcome Center-West Garage
<b>Phone Number</b>	713-313-4419	<b>Email Address</b>	browndd@tsu.edu
<b>BackUp Supervisor</b>	Karessa Shaw	<b>BackUp Title</b>	Default Prevention Officer
<b>BackUp Phone Number</b>	713-313-7939	<b>BackUp Email</b>	Karessa.Shaw@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</b>	<b>CLOSE:</b>
<b>WEDNESDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 5:00pm</b>	<b>SUNDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Peer Mentor	<b>Work Location</b>	Welcome Center-West Garage	<b>No. of Positions</b>	3
<b>Minimum GPA Requirement</b>	2.50	<b>Major</b>	Graduate Student Preferred		
<p><b>Job Description</b> Peer Mentor's assist the Default Prevention Team with making outbound calls to former and current students in regards to student loan repayment status. Peer Mentor's will assist with Exit Counseling and other Financial Literacy sessions throughout the academic year.</p> <p><b>Dress Code</b> Business Casual</p> <p><b>Objective (What [skills, experiences] will the student develop in this position?)</b> In this position, students will develop excellent written and oral communication skills. Will learn to utilize proper time management and multitasking skills. Students will finish the year with a greater general understanding of financial literacy and financial aid</p> <p><b>Date</b> Position will be available beginning 8/26/2019</p>					
<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