



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.		Off /On-Campus:	Both
Supervisor Name	Darrel Colbert	Supervisor Title	Director of Football Operations
Building/Department	Football Field House	Room#/Floor	2 nd Floor Field House
Phone Number	713-313-7510	Email Address	Darrel.Colbert@tsu.edu
BackUp Supervisor	Tristan Hood	BackUp Title	Football Academic Advisor
BackUp Phone Number	713-313-1966	BackUp Email	Tristen. Hood @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: 8AM	CLOSE: 5:00pm
MONDAY	OPEN: 8AM	CLOSE:5:00pm	FRIDAY	OPEN: 8AM	CLOSE: 5:00pm
TUESDAY	OPEN: 8AM	CLOSE: 5:00pm	SATURDAY	OPEN CLOSED	CLOSE: CLOSED
WEDNESDAY	OPEN: 8AM	CLOSE: 5:00pm	SUNDAY	OPEN: 1:00PM	CLOSE: 5:00pm

Job Information – Attach additional documents, if needed.					
Job Title	Football Assistant	Work Location	Football Field House	No. of Positions	6
Minimum GPA Requirement	2.5	Major	Any		
Job Description					
1) Perform daily office duties					
2) Assist with game day operations					
3) Assist with Recruiting visits					
4) Help monitor game day videos					
Dress Code					
Business Casual					
Objective (What [skills, experiences] will the student develop in this position?)					
Plan, organize and prioritize assignments, excellent written and verbal communication skills. Demonstrate computer skills (Microsoft office) perform daily office duties					
Date 8/20/19					
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