



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:	On-Campus
Supervisor Name	Smith, Leddie	Supervisor Title	Graduate Admissions Officer
Building/Department	Graduate School	Room#/Floor	HH211
Phone Number	713-313-7941	Email Address	Leddie.smith@tsu.edu
BackUp Supervisor		BackUp Title	
BackUp Phone Number	713-202-5126	BackUp Email	

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	CLOSE: 5
MONDAY	OPEN: 8	CLOSE: 5	FRIDAY	OPEN: 8	CLOSE: 5
TUESDAY	OPEN: 8	CLOSE: 5	SATURDAY	OPEN:	CLOSE:
WEDNESDAY	OPEN: 8	CLOSE: 5	SUNDAY	OPEN:	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Student Office Worker	Work Location	HH 211	No. of Positions	3
Minimum GPA Requirement	2.5	Major	Any		
Job Description:					
Needs to be able to do professional office work; answer phone, computer skills, opening mail and perform office jobs as requested in a timely manner					
Dress Code Professional office casual					
Student will learn professional office skills in an administrative student support office, excellent customer service, and proper manners for school and office presentation in real world work settings.					
Objective (What [skills, experiences] will the student develop in this position?)					
Enhance computer skills, communication and public presentation in a professional office setting.					
Date 06-21-2019					
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