



Work-Study Job Request Form

Supervisor Contact Information – Please complete all fields.		Off /On-Campus:	On-campus
Supervisor Name	Mario Hollomon, Ph.D.	Supervisor Title	Assistant Professor
Building/Department	New Science Building/Biology	Room#/Floor	203J/Second Floor
Phone Number	713-313-7784	Email Address	Mario.Hollomon@tsu.edu
BackUp Supervisor	Helen Pittman-Cockrell	BackUp Title	Administrative Assistant
BackUp Phone Number	713-313-7005	BackUp Email	Helen.Pittman-Cockrell@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: 5pm
MONDAY	OPEN: 8am	CLOSE: 5pm	FRIDAY	OPEN: 8am	CLOSE: 5pm
TUESDAY	OPEN: 8am	CLOSE: 5pm	SATURDAY	OPEN: closed	CLOSE:
WEDNESDAY	OPEN: 8am	CLOSE: 5pm	SUNDAY	OPEN: closed	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Laboratory Assistant/Office Assistant	Work Location	New Science Building: 2 nd and 3 rd floor	No. of Positions	3
Minimum GPA Requirement	3.0	Major	Biology, Pre-Pharmacy, Chemistry		
Job Description: Student worker will work in a research laboratory and a computer laboratory. Work in the research laboratory will involve research activities such as preparation of research reagents and the carrying out of basic experiments. Work in the computer laboratory will involve supervision of the computer laboratory to ensure that computer laboratory policies are followed. On occasion, the student worker will assist with front office activities as needed.					
Dress Code: Casual respectful					
Objective (What [skills, experiences] will the student develop in this position?): The student worker will gain research laboratory skills. The student worker will also gain office clerical skills.					
Date: July 15, 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