



# 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>
Supervisor Name	Rosiland McRae	Supervisor Title	Athletic Office Manager
Building/Department	HPE	Room#/Floor	Room 203
Phone Number	713-313-6830	Email Address	Rosiland.mcrae@tsu.edu
BackUp Supervisor	Eddie Davis	BackUp Title	Head Equipment Manager
BackUp Phone Number	713-313-1931	BackUp Email	Eddie.davis@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>
MONDAY	OPEN: 8:00am	CLOSE: 5:00pm	FRIDAY	OPEN: 8:00am	CLOSE: 5:00pm
TUESDAY	OPEN: 8:00am	CLOSE: 5:00pm	SATURDAY	OPEN	CLOSE:
WEDNESDAY	OPEN: 8:00am	CLOSE: 5:00pm	SUNDAY	OPEN:	CLOSE:

<b>Job Information – Attach additional documents, if needed.</b>					
Job Title	Office Assistant	Work Location	HPE 203	No. of Positions	3
Minimum GPA Requirement	2.5	Major	N/A		
Job Description	General Office Work				
Dress Code	Office Appropriate				
Objective (What [skills, experiences] will the student develop in this position?)	General Office Work				
Date	7/24/2019				
<b>Work-Study Office Only</b>					
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