



# 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>	Debra Ann Wilson	<b>Supervisor Title</b>	Academic Advisor
<b>Building/Department</b>	Jesse H. Jones School of Business	<b>Room#/Floor</b>	118/First Floor
<b>Phone Number</b>	(713) 313-1312	<b>Email Address</b>	Debra.Wilson@tsu.edu
<b>BackUp Supervisor</b>	Joyre Thomas	<b>BackUp Title</b>	Retention Coordinator
<b>BackUp Phone Number</b>	(713) 313-7278	<b>BackUp Email</b>	Joyre.Thomas@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>	Front Office Assistant	<b>Work Location</b>	JHJ 117	<b>No. of Positions</b>	6
<b>Minimum GPA Requirement</b>	2.0	<b>Major</b>	Business Preferred		
<p><b>Job Description:</b> Answering telephones, customer service, answering questions concerning course registration forms, basic clerical duties and assisting Ms. Thomas with retention work. Ms. Thomas will send a Work Study Job Request for 2 of the 6 students needed to assist her. Please contact Ms. Thomas for potential work study student's interviews.</p> <p><b>Dress Code:</b> Business casual</p> <p><b>Objective (What [skills, experiences] will the student develop in this position?):</b> Customer service, time management, attendance and basic business skills that will assist the students in Corporate America once they graduate from TSU.</p> <p><b>Date:</b> July 16, 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