



# 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	Jennifer Rhodes	Supervisor Title	Data Entry Specialist
Building/Department	Bell Bldg/Enrollment Service	Room#/Floor	204
Phone Number	7133134397	Email Address	<a href="mailto:Jennifer.Rhodes@tsu.edu">Jennifer.Rhodes@tsu.edu</a>
BackUp Supervisor	Trendi Nguyen	BackUp Title	Backup Supervisor
BackUp Phone Number	7133137849	BackUp Email	Trendi.Nguyen@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: 8AM</b>	<b>CLOSE: 5PM</b>
MONDAY	OPEN: 8AM	CLOSE: 5PM	FRIDAY	OPEN: 8AM	CLOSE: 5PM
TUESDAY	OPEN: 8AM	CLOSE: 5PM	SATURDAY	OPEN CLOSED	CLOSE: CLOSED
WEDNESDAY	OPEN: 8AM	CLOSE: 5PM	SUNDAY	OPEN: CLOSED	CLOSE: CLOSED

<b>Job Information – Attach additional documents, if needed.</b>					
Job Title	Work Study Office Assistant	Work Location	Fairchild Building Suite 119	No. of Positions	4
Minimum GPA Requirement		Major	Open		

#### Job Description

Under general supervision serves as point of contact in a customer service environment to respond to inquiries from prospective, current and former students regarding enrollment services. Assist with various tasks required for the Office of International Affairs. Assists students with problem resolution and the day-to-day operations of the Office of Admissions.

#### Dress Code

Business casual attire (no tank/tube tops, flip flops, torn or frayed clothing, shorts above the knee, unnatural hair color, visible piercing or tattoos). Denim jeans and sneakers are also acceptable attire.

#### Objective (What [skills, experiences] will the student develop in this position?)

Required skills include typing, ability to research, phone and communications management, data entry and management and excellent customer service skills. Sophomore and above classification preferred. *Any changes to your job description will require a new Work-Study Job Request Form. This position will remain open until notified by the supervisor/work-study coordinator.*

Date 06/25/2019

#### 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