



# 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</b>
<b>Supervisor Name</b>	Smith, Leddie	<b>Supervisor Title</b>	Graduate Admissions Officer
<b>Building/Department</b>	HH 211 Graduate School	<b>Room#/Floor</b>	HH211
<b>Phone Number</b>	713-313-7941	<b>Email Address</b>	Leddie.smith@tsu.edu
<b>BackUp Supervisor</b>		<b>BackUp Title</b>	
<b>BackUp Phone Number</b>	713-202-5126	<b>BackUp Email</b>	

<b>Days/Hours of Operation – Please enter the hours your department is open on the specified days.</b>					
<b>EXAMPLE</b>	<b>OPEN:</b> 8:00am	<b>CLOSE:</b> 5:00pm	<b>THURSDAY</b>	<b>OPEN:</b> 8	<b>CLOSE:</b> 5
<b>MONDAY</b>	<b>OPEN:</b> 8	<b>CLOSE:</b> 5	<b>FRIDAY</b>	<b>OPEN:</b> 8	<b>CLOSE:</b> 5
<b>TUESDAY</b>	<b>OPEN:</b> 8	<b>CLOSE:</b> 5	<b>SATURDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>
<b>WEDNESDAY</b>	<b>OPEN:</b> 8	<b>CLOSE:</b> 5	<b>SUNDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Student Office Worker	<b>Work Location</b>	HH 211	<b>No. of Positions</b>	3
<b>Minimum GPA Requirement</b>	2.5	<b>Major</b>	Any		
<p><b>Job Description</b> Need to be able to do professional office work; answer phone, computer skills, opening mail and perform office jobs as requested in a timely manner</p> <p><b>Dress Code</b> Professional office casual</p> <p>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.</p> <p><b>Objective (What [skills, experiences] will the student develop in this position?)</b> Enhance computer skills, communication and public presentation in a professional office setting.</p> <p><b>Date</b> 06-21-2019</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