



Work-Study Job Request Form

Supervisor Contact Information – Please complete all fields.		Choose One:	On-Campus
Supervisor Name	Epperson-Emmanuel, Patrina	Supervisor Title	Circulation Librarian
Building/Department	Law School/ Library	Room#/Floor	114A
Phone Number	713-313-1011	Email Address	Patrina.Epperson@tmslaw.tsu.edu
Back Up Supervisor	N/A	Back Up Title	
Back Up Phone Number		Back Up Email	

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: 7:00am	CLOSE: 12:00am
MONDAY	OPEN: 7:00am	CLOSE: 12:00am	FRIDAY	OPEN: 7:00am	CLOSE: 10:00pm
TUESDAY	OPEN: 7:00am	CLOSE: 12:00am	SATURDAY	OPEN: 9:00am	CLOSE: 10:00pm
WEDNESDAY	OPEN: 7:00am	CLOSE: 12:00am	SUNDAY	OPEN: 12:00pm	CLOSE: 12:00am

Job Information – Attach additional documents, if needed.					
Job Title	Library Assistant	Work Location	Law Library	No. of Positions	3
Minimum GPA Requirement	2.0	Major	Any		
Job Description					
Students will be required to file, shelve, serve at the Circulation Desk and work on special projects as needed. * We especially need a student to serve during the evening/ closing shift 8 pm – 12 am, Monday – Thursday and 6 – 10 pm, Friday. There is a major shifting/ shelving project for the fall semester.					
Dress Code					
Business casual attire with restrictions.					
Objective (What [skills, experiences] will the student develop in this position?)					
Typing, filing, shelving, customer service, computer and organizational skills.					
Preference					
Date: 7-19-19					
Work-Study Office Only					
Date Posted Online			Work-Study Coordinator		

JOBREQ#			Date		

Updated: 02MAY12

Please send your documents to:
Texas Southern University
Office of Student Financial Assistance
3100 Cleburne Street • Houston, TX 77004