



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

Supervisor Contact Information – Please complete all fields.		Off /On-Campus:	On Campus
Supervisor Name	Lisa Johnson	Supervisor Title	Work-Study Analyst
Building/Department	Financial Aid	Room#/Floor	1 st Floor
Phone Number	713-313-6752	Email Address	Lisa.Johnson@tsu.edu
BackUp Supervisor	Sean Mills	BackUp Title	Associate Director of Operations
BackUp Phone Number	713-313-1992	BackUp Email	Sean.Mills@tsu.edu

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: 8:00 am	CLOSE: 5:00PM
MONDAY	OPEN: 8:00 am	CLOSE: 5:00PM	FRIDAY	OPEN: 8:00 am	CLOSE: 5:00PM
TUESDAY	OPEN:8:00 am	CLOSE: 5:00PM	SATURDAY	OPEN	CLOSE:
WEDNESDAY	OPEN: 8:00 am	CLOSE: 5:00PM	SUNDAY	OPEN:	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Work-Study Assistant	Work Location	Financial Aid (West Parking Garage)	No. of Positions	4
Minimum GPA Requirement	2.6	Major	Any		
Job Description					
Processing paperwork, assist with work-study orientation and other Miscellaneous duties					
Dress Code					
Business Casual					
Objective (What [skills, experiences] will the student develop in this position?)					
Human Resource Skills					
Date					
8/1/2019					
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