



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	Paulette D .Lynch	Supervisor Title	ECWTP – Program Manager
Building/Department	E.O. BELL BUILDING	Room#/Floor	Basement B-14
Phone Number	713.313.7348	Email Address	Paulette.lynych@tsu.edu
BackUp Supervisor	Bertina Carter	BackUp Title	ECWTP –Program Coordinator
BackUp Phone Number	713.313.1406	BackUp Email	bertina.carter@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:	CLOSE:
MONDAY	OPEN: 8:00am	CLOSE: 5:00pm	FRIDAY	OPEN: 8:00am	CLOSE: 5:00pm
TUESDAY	OPEN: 8:00am	CLOSE: 5:00pm	SATURDAY	OPEN N/A	CLOSE: N/A
WEDNESDAY	OPEN: 8:00am	CLOSE: 5:00pm	SUNDAY	OPEN: N/A	CLOSE: N/A

Job Information – Attach additional documents, if needed.					
Job Title	Office Assistant	Work Location	E.O. Bell Building – Basement B-14	No. of Positions	2
Minimum GPA Requirement	2.5	Major	N/A		
Job Description					
Office Assistant will be responsible for answering telephone , greeting visitor's , maintaining files , data entry and delivering inter office documents, He/she will be assigned other duties and /or assignments as needed and training accordingly.					
Dress Code					
Appropriate business casual attire (no tights, shorts, sagging or low cut jeans) Clingy and revealing clothing is prohibited.					
Objective (What [skills, experiences] will the student develop in this position?)					
Office Assistant will develop and enhance his or her organizational ,operational, technical and communicational skills and Training that will prepare him or her for the working atmosphere post college experience.					
Date 08/06/2019					
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