



TEXAS SOUTHERN UNIVERSITY

Office of Student Financial Assistance

Ph: 713-313-7071 • Fax: 713-313-1859 • financialaid@tsu.edu • www.em.tsu.edu

Supervisor Contact Information – Please complete all fields.		Choose One:	On-Campus
Supervisor Name	Makisha Moreland	Supervisor Title	Customer Service Liaison
Building/Department	Tierwester Bldg. 1/ Housing	Room#/Floor	200
Phone Number	713-313-4409	Email Address	Makisha.moreland@tsu.edu
BackUp Supervisor		BackUp Title	
BackUp Phone Number		BackUp 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: 8:00am	CLOSE:12:00am
MONDAY	OPEN: 8:00am	CLOSE: 12:00am	FRIDAY	OPEN: 8:00am	CLOSE:12:00am
TUESDAY	OPEN: 8:00am	CLOSE 12:00am	SATURDAY	OPEN: 8:00am	CLOSE: 12:00am
WEDNESDAY	OPEN: 8:00am	CLOSE: 12:00am	SUNDAY	OPEN: 8:00am	CLOSE: 12:00am

Job Information – Attach additional documents, if needed.					
Job Title	Front Desk Assistant	Work Location	Leasing office/University Towers/ University Courtyard/Tierwester Oaks/Transformation Village	No. of Positions	30
Minimum GPA Requirement	2.5	Major	Open		
<p>Job Description</p> <p>Job Description</p> <p>Maintain a positive and friendly attitude when interacting with students, parents, staff members, supervisor and visitors. Fulfill office functions: answer phones, login/distribute delivery packages, tidy office space, organize file room, make copies, check-in/check-out students at property and assist residents with any housing request, questions or concerns.</p> <p>Dress Code</p> <p>Business Casual</p> <p>Objective (What [skills, experiences] will the student develop in this position?)</p> <ul style="list-style-type: none"> • Have good interpersonal skills and demonstrate the ability to relate to people • Demonstrate good clerical, communication skills, and the ability to multi-task, • Experience working with others, preferably in a customer service/office setting • Ability to maintain regular attendance and punctuality • Pay attention to detail and accuracy with information. 					

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



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Dress Code

Business Casual

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

Date: 8/11/2022

Work-Study Office Only

Date Posted Online

Work-Study Coordinator

JOBREQ#

Date

Work-Study Job Request Form

Upda
ted:
02M
AY12

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Office of Student Financial Assistance
3100 Cleburne Street • Houston, TX 77004