



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 | Margaret Harper | Supervisor Title | Department Business Administrator |
| Building/Department | Hannah Hall – Human Resources And Payroll | Room#/Floor | 126/135 1 st Floor |
| Phone Number | Ext. 4239 | Email Address | Margaret.Harper@tsu.edu |
| BackUp Supervisor | Marie Henry | BackUp Title | Sr. HR Generalist |
| BackUp Phone Number | Ext. 7225 | BackUp Email | Marie.Henry@tsu.edu |

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|--|----------------------|-----------------------|-----------------|----------------------|-----------------------|
| 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: 5:00 pm |
| MONDAY | OPEN: 8:00 am | CLOSE: 5:00 pm | FRIDAY | OPEN: 8:00 am | CLOSE: 5:00 pm |
| TUESDAY | OPEN: 8:00 am | CLOSE: 5:00 pm | SATURDAY | OPEN CLOSED | CLOSE: |
| WEDNESDAY | OPEN: 8:00 am | CLOSE: 5:00 pm | SUNDAY | OPEN: Closed | CLOSE: |

| | | | | | |
|--|--------------|----------------------|---------------|-------------------------|---|
| Job Information – Attach additional documents, if needed. | | | | | |
| Job Title | Receptionist | Work Location | HH126 & HH135 | No. of Positions | 3 |
| Minimum GPA Requirement | n/a | Major | n/a | | |

Job Description

Will greet customers and direct them to the appropriate staff, operate switchboard, assist with online hiring documents, operate copier and fax machine, inventory/prepare supply orders, assist with filing, and input data/information into Banner.

Dress Code

Dressy Casual, jeans on Fridays only.

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

The student will develop customer service skills and adapt to working with various personalities, will become skilled in office procedures such as filing and recordkeeping, will learn to multi-task and develop the flexibility to change processes as needed, will gain a general knowledge of HR and Payroll processes that will increase understanding of how HR/Payroll may assist with any positions held when they enter the work force as a full time employee.

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