



# 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

<b>Supervisor Contact Information – Please complete all fields.</b>		<b>Off /On-Campus:</b>	<b>On-Campus</b>
Supervisor Name	Makisha Moreland	Supervisor Title	Customer Service Liaison
Building/Department	GSB/Housing	Room#/Floor	200
Phone Number	713-313-4409	Email Address	<a href="mailto:Makisha.moreland@tsu.edu">Makisha.moreland@tsu.edu</a>
BackUp Supervisor	Joseph Greenwich	BackUp Title	Ombudsman
BackUp Phone Number	713-313-7178	BackUp Email	<a href="mailto:Josepsh.greenwich@tsu.edu">Josepsh.greenwich@tsu.edu</a>

<b>Days/Hours of Operation – Please enter the hours your department is open on the specified days.</b>					
<b>EXAMPLE</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 5:00pm</b>	<b>THURSDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 12:00am</b>
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

<b>Job Information – Attach additional documents, if needed.</b>					
Job Title	Front Desk Assistant	Work Location	Leasing Office/Lanier West/University Towers/University Courtyard/Tierwester Oaks	No. of Positions	30
Minimum GPA Requirement	2.5	Major	Open		

#### Job Description

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, copying, loan copy machine and assist residents with any housing request, questions or concerns.

#### Dress Code

Business Casual

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

- 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.

Date 08/07/2019

#### 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