



# 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	Davenport, Eddie	Supervisor Title	Asst. Director of Outreach Services
Building/Department	Bell Building/Admissions and Outreach	Room#/Floor	Room 232/ 2 <sup>nd</sup> Floor
Phone Number	713-313-1866	Email Address	<a href="mailto:Eddie.davenport@tsu.edu">Eddie.davenport@tsu.edu</a>
BackUp Supervisor	Chancey, Janna	BackUp Title	Sr. Associate Vice President of Enrollment Management
BackUp Phone Number	713-313-1953	BackUp Email	<a href="mailto:Janna.Chancey@tsu.edu">Janna.Chancey@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: 8:00 am</b>	<b>CLOSE: 5:00pm</b>
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 N/A	CLOSE: N/A
WEDNESDAY	OPEN: 8:00 am	CLOSE: 5:00pm	SUNDAY	OPEN: N/A	CLOSE: N/A

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Transfer/Outreach Work Study Specialist	<b>Work Location</b>	Bell Building/Admissions and Outreach- 2 <sup>nd</sup> Floor 232 Area	<b>No. of Positions</b>	6
<b>Minimum GPA Requirement</b>	2.70	<b>Major</b>	N/A		

**Job Description-**The Work-Study Specialist will be stationed at the front desk for customer service outreach assistance during specified work times according to work-study schedule. This will include maintaining open lines of communication with the call center regarding transfer admissions and outreach questions/services. The Work-Study Specialist will also be responsible for maintaining and filing organized transcript records/student documents. In addition, the Work-Study Specialist may lead a campus tour, and assist with admissions/recruitment events and activities. The Work-Study Specialist will be given other duties and/or assignments as needed and trained accordingly (if applicable).

**Dress Code-**Appropriate dress code attire includes clothing that covers the body (excluding holes/rips/midribs or see-through). The Work-Study Specialist should be mindful of choosing the appropriate dress attire that fits into a professional environment; however, comfortable while a student on campus. Clingy and revealing clothing is prohibited. Business professional and/or TSU Swag attire is permissible during admissions events.

**Objective (What [skills, experiences] will the student develop in this position?)-**The Work-Study Specialist will develop and enhance his or her organizational, operational, technical, and communicative skills. Working in such environment will enable to the student specialist to receive training that will prepare him or her for the working atmosphere post college experience. The Work-Study Specialist will work inter-departmentally and with a cohesive transfer/outreach team unit while being a knowledge expert.

Any changes to your job description will require a new Work-Study Job Request Form. This position will remain open until notified by the supervisor/work-study coordinator.

**Date:** 06/19/2019

#### Work-Study Office Only

<b>Date Posted Online:</b>	<b>Work-Study Coordinator:</b>
<b>JOBREQ#</b>	<b>Date:</b>

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