



TEXAS SOUTHERN UNIVERSITY

Office of Student Financial Assistance

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

2022-2023- Work-Study Job Request Form

Supervisor Contact Information – Please complete all fields.		Choose One:	On-Campus
Supervisor Name	Paulette Lynch	Supervisor Title	Program Manager
Building/Department	SOPA / ECWTP	Room#/Floor	E.O Bell Building B-15
Phone Number	713-313-7348 (O) 713-598-2450 (C)	Email Address	Paulette.lynch@tsu.edu
BackUp Supervisor	Bertina Carter	BackUp Title	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: 8:00 am	CLOSE: 5:00pm
MONDAY	OPEN: 8:00 am	CLOSE: 5:00 pm	FRIDAY	OPEN: 8:00 am	CLOSE: 5:00pm
TUESDAY	OPEN: 8:00 am	CLOSE: 5:00 pm	SATURDAY	OPEN: N/A	CLOSE: N/A
WEDNESDAY	OPEN: 8:00 am	CLOSE: 5:00 pm	SUNDAY	OPEN: N/A	CLOSE: N/A

Job Information – Attach additional documents, if needed.					
Job Title	Office Assistance	Work Location	E.O. Bell Building	No. of Positions	1
Minimum GPA Requirement	2.5	Major	Any		

Job Description/Duties

Office Assistant will be responsible for answering telephone, maintaining file , data entry and delivering inter office documents. He/She will be assigned other duties and /or assignments as needed and training accordingly.

Dress Code

Casual/professional (no tights, shorts, slippers, sagging and low cut jeans) cling an revealing clothing is prohibited .

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

Student will develop and enhance his or her organizational, operational, technical and communicational skills and training that will prepare him or her for the work atmosphere post college experience.

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: 7/25/2022

Work-Study Office Only

Date Posted Online	Work-Study Coordinator _____
JOBREQ#	Date _____

Updated:
02MAY12

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