



# 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>
<b>Supervisor Name</b>	Jacqueline Langford	<b>Supervisor Title</b>	Academic Advisor
<b>Building/Department</b>	PAB/ COLABS Advising Suite	<b>Room#/Floor</b>	3 <sup>rd</sup> Floor Suite 320
<b>Phone Number</b>	713-313-4810	<b>Email Address</b>	Jacqueline.langford@tsu.edu
<b>BackUp Supervisor</b>	Tarnesha Meshack	<b>BackUp Title</b>	Academic Advisor
<b>BackUp Phone Number</b>	713-313-7877	<b>BackUp Email</b>	Tarnesha.Meshack@tsu.edu

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

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Student Worker	<b>Work Location</b>	PAB Suite 320	<b>No. of Positions</b>	3
<b>Minimum GPA Requirement</b>	2.5	<b>Major</b>	All Majors Welcome		
<b>Job Description</b>					
Greet all guest at front desk, assist students with signing into TCLAW and assist Academic Advisors and Deans Office as needed.					
<b>Dress Code</b>					
TSU Paraphernalia or Causal professional attire					
<b>Objective (What [skills, experiences] will the student develop in this position?)</b>					
Customer services skills, Communications skills, Time Management, Problem solving skills and Leadership skills					
<b>Date August 26, 2019</b>					
<b>Work-Study Office Only</b>					
<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