



# 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>	Terri Williams-Ruiz	<b>Supervisor Title</b>	Senior Administrative Assistant
<b>Building/Department</b>	Public Affairs Building / History, Geography & General Studies	<b>Room#/Floor</b>	305K
<b>Phone Number</b>	713-313-7784	<b>Email Address</b>	Terri.williams-ruiz@tsu.edu
<b>BackUp Supervisor</b>	Debra Cartwright	<b>BackUp Title</b>	Senior Administrative Assistant
<b>BackUp Phone Number</b>	713-313-4282	<b>BackUp Email</b>	Debra.cartwright@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: 8:00am</b>	<b>CLOSE: 5:00pm</b>	<b>THURSDAY</b>	<b>OPEN: 8 am</b>	<b>CLOSE: 5 PM</b>
<b>MONDAY</b>	<b>OPEN: 8 am</b>	<b>CLOSE: 5 PM</b>	<b>FRIDAY</b>	<b>OPEN: 8 am</b>	<b>CLOSE: 5 PM</b>
<b>TUESDAY</b>	<b>OPEN: 8 am</b>	<b>CLOSE: 5 PM</b>	<b>SATURDAY</b>	<b>OPEN</b>	<b>CLOSE:</b>
<b>WEDNESDAY</b>	<b>OPEN: 8 am</b>	<b>CLOSE: 5 PM</b>	<b>SUNDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Office Assistant	<b>Work Location</b>	PAB 305	<b>No. of Positions</b>	1
<b>Minimum GPA Requirement</b>		<b>Major</b>	Any		

#### Job Description

Assist in the office with answering phones, filing and copying. Picking up mail and delivering mail to post office, Running errands around campus as needed.

#### Dress Code

Office attire. No shorts or cut off tops.

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

The student will develop general office skills including phone etiquette and familiarity with office equipment.

**Date:** June 20, 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