



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

Supervisor Contact Information – Please complete all fields.		Off /On-Campus:	On-Campus
Supervisor Name	Adeanah Pooler	Supervisor Title	Assistant Athletics Director for Academic Enhancement Services
Building/Department	HP&E/ Athletics	Room#/Floor	143
Phone Number	713-313-7697	Email Address	Adeanah.pooler@tsu.edu
BackUp Supervisor	Kirsten Pitts	BackUp Title	Athletics Academic Advisor
BackUp Phone Number	713-313-7665	BackUp Email	Kirsten.Pitts@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: 8:00am	CLOSE: 5:00pm
MONDAY	OPEN: 8:00am	CLOSE: 5:00pm	FRIDAY	OPEN: 8:00am	CLOSE: 5:00pm
TUESDAY	OPEN: 8:00am	CLOSE: 5:00pm	SATURDAY	OPEN n/a	CLOSE: n/a
WEDNESDAY	OPEN: 8:00am	CLOSE: 5:00pm	SUNDAY	OPEN: n/a	CLOSE: n/a

Job Information – Attach additional documents, if needed.					
Job Title	Class Checker	Work Location	HP&E and other campus classroom buildings	No. of Positions	10
Minimum GPA Requirement	2.5	Major	N/A		
<p>Job Description AAE Employee will need to be available to check the attendance of student-athletes classes (sun or rain) mainly during the hours of 8-12pm or 12-2pm Monday through Friday. May be assigned M/W/F or T/R. May also be given some clerical work, but employee must prove that they are dependable and have a good work ethic.</p> <p>Dress Code Business casual (i.e. khaki's and polo or TSU t-shirt) Nice jeans or capris are allowed. ABSOLUTELY NO gym clothes, shorts, holey jeans or shirts, club attire, flip flops or house shoes. If employee comes to work in the not allowed attire, said person will be told to go home and change. Employee will be representing the Athletics Academic Enhancement department so please dress appropriately and be well-groomed.</p> <p>Objective (What [skills, experiences] will the student develop in this position?) Areas the student will develop skills in: communication (listening & written), time management, being punctual, confidential and ethical. May also learn the skill of work flow, computer literacy and use of departmental software.</p> <p>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</p> <p>Date 08/05/2019</p>					
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