



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	Rachel Mizzell	Supervisor Title	Admin.
Building/Department	Science Building	Room#/Floor	303/3 rd Floor
Phone Number	713-313-4259	Email Address	Rachel.mizzell@tsu.edu
BackUp Supervisor	N/A	BackUp Title	
BackUp Phone Number		BackUp Email	

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 a.m.	CLOSE: 5:00 pm
MONDAY	OPEN: 8:00 a.m.	CLOSE: 5:00 pm	FRIDAY	OPEN: 8:00 a.m.	CLOSE: 5:00 pm
TUESDAY	OPEN: 8:00 a.m.	CLOSE: 5:00 pm	SATURDAY	OPEN: 8:00 a.m.	CLOSE: 5:00 pm
WEDNESDAY	OPEN: 8:00 a.m.	CLOSE: 5:00 pm	SUNDAY	OPEN: 8:00 a.m.	CLOSE: 5:00 pm

Job Information – Attach additional documents, if needed.					
Job Title	Office Assistant	Work Location	Science Building	No. of Positions	3
Minimum GPA Requirement	2.80 or higher	Major	COSET		
Job Description: General office clerical responsibilities: filing, errands, answering telephones					
Dress Code: Business Casual and relaxed on Friday (n school spirit encouraged)					
Objective (What [skills, experiences] will the student develop in this position?) Students will learn functional use of computer software, office equipment and customer service skills.					
Date					
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