



### Work-Study Job Request Form

<b>Supervisor Contact Information – Please complete all fields.</b>		<b>Off /On-Campus:</b>	<b>On-Campus</b>
Supervisor Name	Jeremy Lewis	Supervisor Title	Program Coordinator
Building/Department	Recreation Services	Room#/Floor	REC Center
Phone Number	713-313-6885/1845	Email Address	Jeremy.Lewis@tsu.edu
BackUp Supervisor	Kelsee Eggleston	BackUp Title	Aquatics Manager
BackUp Phone Number	713-313-6811	BackUp Email	Kelsee.Eggleston@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: 7AM</b>	<b>CLOSE: Midnight</b>
MONDAY	OPEN: 7AM	CLOSE: Midnight	FRIDAY	OPEN: 7AM	CLOSE: 10PM
TUESDAY	OPEN: 7AM	CLOSE: Midnight	SATURDAY	OPEN 12PM	CLOSE: 8PM
WEDNESDAY	OPEN: 7AM	CLOSE: Midnight	SUNDAY	OPEN: 3PM	CLOSE: 8PM

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Recreation Assistant	<b>Work Location</b>	Recreation Center	<b>No. of Positions</b>	20
<b>Minimum GPA Requirement</b>	2.5	<b>Major</b>	N/A		

Job Description

- 1) Abide by the rules, regulations and operation procedures of the Center and assigned working areas
- 2) Report to work on time.
- 3) Report to work in uniform.
- 4) Maintain a customer service philosophy and attitude as you perform daily duties of serving the members of the Center.
- 5) Report time earning request/time sheets on time and accurately.
- 6) Work the schedule assigned to you.

Dress Code

All areas will share the common recognition through employee staff shirts. Appropriate bottoms vary from each area (khakis, or black athletic). Closed toe shoes are required.

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

The Department of Campus Recreation values personal achievement and success through Service, Integrity, Respect, Excellence, and Leadership. Students will develop: Time Management, Clerical, and Managerial skills

Date 7/15/19

**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