



# 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>	Richelle N. Jones	<b>Supervisor Title</b>	Program Analyst
<b>Building/Department</b>	Political Science/Public Affairs	<b>Room#/Floor</b>	105C
<b>Phone Number</b>	713-313-4886	<b>Email Address</b>	Richelle.jones@tsu.edu
<b>BackUp Supervisor</b>		<b>BackUp Title</b>	
<b>BackUp Phone Number</b>		<b>BackUp Email</b>	

<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: 8am</b>	<b>CLOSE: 5pm</b>
<b>MONDAY</b>	<b>OPEN: 8am</b>	<b>CLOSE: 5pm</b>	<b>FRIDAY</b>	<b>OPEN: 8am</b>	<b>CLOSE: 5pm</b>
<b>TUESDAY</b>	<b>OPEN: 8am</b>	<b>CLOSE: 5pm</b>	<b>SATURDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>
<b>WEDNESDAY</b>	<b>OPEN: 8am</b>	<b>CLOSE: 5pm</b>	<b>SUNDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Undergraduate Student Assistant	<b>Work Location</b>	Public Affairs Building	<b>No. of Positions</b>	5
<b>Minimum GPA Requirement</b>	2.5	<b>Major</b>	Any major		
<b>Job Description: Assist with general office administration.</b>					
<b>Dress Code: Business casual</b>					
<b>Objective (What [skills, experiences] will the student develop in this position?) Understand the inner workings of general office administration in a public policy setting.</b>					
<b>Date 8/19/2019</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