



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:	
Supervisor Name	Edwin Rose	Supervisor Title	Assistant Band Director
Building/Department	RSC	Room#/Floor	209
Phone Number	713-313-73609	Email Address	Edwin.Rose@tsu.edu
BackUp Supervisor	Linda Coach-Riley	BackUp Title	Director of Operations
BackUp Phone Number		BackUp Email	Linda.Coach-Riley@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: : 9:00	CLOSE: : 10:00pm
MONDAY	OPEN: 9:00	CLOSE: 10:00pm	FRIDAY	OPEN: : 9:00	CLOSE: : 10:00pm
TUESDAY	OPEN: : 9:00	CLOSE: : 10:00pm	SATURDAY	OPEN: 9:00	CLOSE: : 10:00pm
WEDNESDAY	OPEN: : 9:00	CLOSE: : 10:00pm	SUNDAY	OPEN: : 9:00	CLOSE: : 10:00pm

Job Information – Attach additional documents, if needed.					
Job Title	Ocean Media	Work Location	RSC 209	No. of Positions	5
Minimum GPA Requirement		Major	Radio Television and Film/Journalism		
Job Description: To assist with the Ocean of Soul Media Team. Must have your own camera or access to one.					
Dress Code: Uniform will be supplied for performance days.					
Objective (What [skills, experiences] will the student develop in this position?) Videography and photography. Social Media promotions.					
Date: 8/28/19					
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