



# 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>Supervisor Name</b>	Janelle Watts	<b>Supervisor Title</b>	Academic Skills Center
<b>Building/Department</b>	Thornton Fairchild	<b>Room#/Floor</b>	Suite 117
<b>Phone Number</b>	(713) 313-7796	<b>Email Address</b>	Janelle.watts@tsu.edu
<b>BackUp Supervisor</b>	Toni Smith	<b>BackUp Title</b>	Programming Coordinator
<b>BackUp Phone Number</b>	(713)313-6819	<b>BackUp Email</b>	Toni.smith@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: 8:00am</b>	<b>CLOSE: 6:00pm</b>
<b>MONDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 6:00pm</b>	<b>FRIDAY</b>	<b>OPEN: 8:00pm</b>	<b>CLOSE: 6:00pm</b>
<b>TUESDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 6:00pm</b>	<b>SATURDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>
<b>WEDNESDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 6:00pm</b>	<b>SUNDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Academic Skills Center Assistants	<b>Work Location</b>	Academic Skills Center	<b>No. of Positions</b>	
<b>Minimum GPA Requirement</b>		<b>Major</b>			
<b>Job Description</b>					
Assist in the day to day operations of the Skills Center; to include but not limited to peer to peer tutoring sessions, facilitating weekly programming events and workshops, data entry and Call Center assignments. All other duties as assigned.					
<b>Dress Code</b>					
Business Casual					
<b>Objective (What [skills, experiences] will the student develop in this position?)</b>					
The Academic Skills Center is designed to address basic comprehension and skill deficiencies. The Center will serve as an additional academic resource that students have at their disposal to be academically successful.					
<b>Date</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