



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	Sean Bowers	Supervisor Title	Operations Manager
Building/Department	Student Center	Room#/Floor	235C
Phone Number	(713) 313-1969	Email Address	sean.bowers@tsu.edu
BackUp Supervisor	Birtinna Bennett	BackUp Title	Assistant Dean of Students/Student Center Director
BackUp Phone Number	(713) 313-7069	BackUp Email	birtinna.bennett@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: 8am	CLOSE: 12am
MONDAY	OPEN: 8am	CLOSE: 12am	FRIDAY	OPEN: 8am	CLOSE: 12am
TUESDAY	OPEN: 8am	CLOSE: 12am	SATURDAY	OPEN: 8am	CLOSE: 7pm
WEDNESDAY	OPEN: 8am	CLOSE: 12am	SUNDAY	OPEN: 12pm	CLOSE: 8pm

Job Information – Attach additional documents, if needed.

Job Title	Customer Service Rep.	Work Location	Student Center	No. of Positions	8
Minimum GPA Requirement	2.0	Major	All		

Job Description

Work in game room and/or bowling alley. Provide customer service to students utilizing the game room by issuing equipment and checking the IDs of students as they enter the area. Others duties assigned.

Dress Code

Casual. Uniform shirt (s) will be provided. No sandals or slides. Females: no excessively tight/revealing clothing.

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

Organizational and communication skills, including phone etiquette and TEAM work. Must be motivated, flexible, and reliable.

Date: 7/29/2019

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