



# 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>Choose One:</b>	<b>On-Campus</b>
Supervisor Name	Lee, Justin J.	Supervisor Title	Program Coordinator – Student Engagement
Building/Department	Student Center/Division of Student Services-Student Publications	Room#/Floor	219
Phone Number	713-313-6705	Email Address	Justin.Lee@tsu.edu
BackUp Supervisor	Weber, Brandi V.	BackUp Title	Business Administrator
BackUp Phone Number	713-313-7068	BackUp Email	Brandi.Weber@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: 5:00pm</b>
<b>MONDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 5:00pm</b>	<b>FRIDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 5:00pm</b>
<b>TUESDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 5:00pm</b>	<b>SATURDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>
<b>WEDNESDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 5:00pm</b>	<b>SUNDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Student Publications Assistants	<b>Work Location</b>	Student Center 219	<b>No. of Positions</b>	10
<b>Minimum GPA Requirement</b>	2.50	<b>Major</b>	Any school but Communication majors are preferred.		

#### Job Description

Student will assist in compiling and maintaining records for the yearbook and the herald; assist in organizing and promoting the different areas of student publications. Students will be expected to be well versed in multimedia and other communicational skills.

#### Dress Code

Business Casual

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

Student will develop an enhancement in organizational skills, computer skills, office management skills as well as both verbal and non-verbal communication skills. Students will develop exceptional team building skills, time management skills, the ability to multi-task and will develop insight into comprising the yearbook.

Any changes to your job description will require a new Work-Study Job Request Form. This position will remain open until notified by the supervisor/work-study coordinator.

Date: 7/23/19

#### 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