



# 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>	Sydney Granger	<b>Supervisor Title</b>	Facilities Specialist
<b>Building/Department</b>	General Services Building/Facilities	<b>Room#/Floor</b>	221 2 <sup>nd</sup> Floor
<b>Phone Number</b>	713-313-1802	<b>Email Address</b>	<a href="mailto:Sydney.granger@tsu.edu">Sydney.granger@tsu.edu</a>
<b>BackUp Supervisor</b>	Mary Hence	<b>BackUp Title</b>	Sr. Administrative Assistant
<b>BackUp Phone Number</b>	713-313-7589	<b>BackUp Email</b>	Mary.hence@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: 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>	Student Assistant	<b>Work Location</b>	Varies	<b>No. of Positions</b>	7
<b>Minimum GPA Requirement</b>	2.5	<b>Major</b>	Open to all		
<b>Job Description</b>					
<ul style="list-style-type: none"> <li>Assist in the day to day operations of the Facilities, Maintenance, and Construction Department. Assist in the main office with answering phones and minor office duties, and other duties as assigned.</li> </ul>					
<b>Dress Code</b>					
<ul style="list-style-type: none"> <li>Business casual</li> </ul>					
<b>Objective (What [skills, experiences] will the student develop in this position?)</b>					
<ul style="list-style-type: none"> <li>Ability to work in a team as well as individually. Must be punctual and dependable. Microsoft Office proficient.</li> </ul>					
<b>Date</b>					
<ul style="list-style-type: none"> <li>September 1, 2019</li> </ul>					
<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