



TEXAS SOUTHERN UNIVERSITY

Office of Student Financial Assistance

Ph: 713-313-7071 • Fax: 713-313-1859 • financialaid@tsu.edu • www.em.tsu.edu

Supervisor Contact Information – Please complete all fields.		Choose One:	On-Campus
Supervisor Name	Ware, Tiffany L.	Supervisor Title	Director of the Tiger Writin Lab
Building/Department	English Department	Room#/Floor	2 nd floor, MLK 252
Phone Number	7133131070	Email Address	Tiffany.ware@tsu.edu
BackUp Supervisor	Williams, Linda	BackUp Title	Department Secretary
BackUp Phone Number	713-313-7616	BackUp Email	Linda.williams@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 a.m.	CLOSE: 5:00 p.m.
MONDAY	OPEN: 9:00 a.m.	CLOSE: 5:00 p.m.	FRIDAY	OPEN: 9:00 a.m.	CLOSE: 5:00 p.m.
TUESDAY	OPEN: 9:00 a.m.	CLOSE: 5:00 p.m.	SATURDAY	OPEN:	CLOSE:
WEDNESDAY	OPEN: 9:00 a.m.	CLOSE: 5:00 p.m.	SUNDAY	OPEN:	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Tiger Writing Lab Asst./Tutor	Work Location	MLK 252	No. of Positions	2
Minimum GPA Requirement	3.0	Major	English, Communication, etc. Grad or undergraduate are welcomed		

Job Description/Duties

DEFINITION

Under supervision of the Director for Tiger Writing Lab, performs a wide range of responsible and clerical duties related to the operation of the TWL (Tiger Writing Lab); value and promote the mission and vision of the University.

CLASS CHARACTERISTICS

Under general supervision, incumbents in this position work closely with faculty and staff members in providing lab assistance for students and faculty using the lab. The lab assistant must have knowledge of basic computer usage and must demonstrate competency in English grammar. In addition, the lab assistant must exercise sound judgment and demonstrate initiative in aiding students. It is important that the lab assistant provides a calm, efficient, and effective lab environment.

ESSENTIAL FUNCTIONS

1. Assists students individually with computer use, lab sign-in procedures, and distributes and explains instructor and staff prepared directions and instructions.
2. Tutor's students and assists in checking students' written and computer work and in identifying sources where a student can obtain help through computer aided software tutorial applications.
3. Maintains materials and instructs students in word processing and computer-assisted learning.
4. Assists in maintaining orderly conduct in the Tiger Writing Lab.
5. Assists with and presents group orientations.
6. Enters data, including attendance, and maintains files and records for program reporting and development as required.
7. Tallies student surveys and end of semester data for the laboratory.
8. May develop posters, handouts, and other informational materials regarding the laboratory and its services.



9. Performs clerical functions as receptionist for lab environment as necessary.
10. Assists with coordinating and directing the work for student workers.
11. Perform other related duties as assigned.
12. Acts as a point person for tutorial/OACL staff when tutorial/OACL lab assistant is not available.
13. Knowledge of Zoom and Bb online

MINIMUM QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation.
- Computer hardware and software as appropriate for the lab.

Demonstrated ability to:

- Assist and tutor students in English and Reading.
- Exercise initiative and sound judgement in a variety of procedural situations.
- Communicate effectively, orally and in writing.
- Locate resource materials.
- Work closely with students and faculty in a lab setting.

Dress Code

Must wear business casual. T-shirts only allowed on Friday (School spirit day); No work out clothes allowed of any kind allowed.

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

Working Conditions:

- Duties are primarily performed at the front counter, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email, or on the telephone, with staff and the general public.

Physical Demands:

- **Typically sits for extended periods of time.**
- **Operates a computer.**
- **Communicates over the telephone, via email, and in person;**
- **Regularly lift, carry and/or move objects weighing up to 15-20 pounds.**

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.



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Date:

Work-Study Office Only

Date Posted Online

Work-Study Coordinator _____

JOBREQ#

Date _____

2022-2023- Work-Study Job Request Form

Updated:
02MAY12

Please send your documents to:
Texas Southern University
Office of Student Financial Assistance
3100 Cleburne Street • Houston, TX 77004