



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	Terry L. Phillips	Supervisor Title	Sr. Administrative Assistant.
Building/Department	PAB	Room#/Floor	420 (4 th Floor)
Phone Number	713-313-7498	Email Address	Terry.Phillips@tsu.edu
BackUp Supervisor	Sheila Taylor	BackUp Title	Office Administrator
BackUp Phone Number	713-313-6842	BackUp Email	Sheila.Taylor@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: 5pm
MONDAY	OPEN: 8am	5pm	FRIDAY	OPEN: 8am	CLOSE: 5pm
TUESDAY	OPEN: 8am	CLOSE: 5pm	SATURDAY	OPEN: 8am	CLOSE: 5pm
WEDNESDAY	OPEN: 8am	CLOSE: 5pm	SUNDAY	OPEN: 8am	CLOSE: 5pm

Job Information – Attach additional documents, if needed.					
Job Title	Student Office Worker	Work Location	PAB 420 (4 th Floor)	No. of Positions	6
Minimum GPA Requirement	2.0	Major	N/A		
Job Description Answer phones, run errands, makes copies, and other general office duties. Dress Code Casual Objective (What [skills, experiences] will the student develop in this position?) Date 7/11/19					
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