



# 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>	Jacqueline Rideau	<b>Supervisor Title</b>	Director of Testing
<b>Building/Department</b>	University Testing Center/Admissions	<b>Room#/Floor</b>	Building #200
<b>Phone Number</b>	713-313-1351	<b>Email Address</b>	Jacqueline.Rideau@tsu.edu
<b>BackUp Supervisor</b>	Trendi Nguyen	<b>BackUp Title</b>	Customer Service Manager
<b>BackUp Phone Number</b>	713-313-7849	<b>BackUp Email</b>	Trendi.Nguyen@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: 8:00 AM</b>	<b>CLOSE: 5:00 PM</b>
<b>MONDAY</b>	<b>OPEN: 8:00 AM</b>	<b>CLOSE: 5:00 PM</b>	<b>FRIDAY</b>	<b>OPEN: 8:00 AM</b>	<b>CLOSE: 5:00 PM</b>
<b>TUESDAY</b>	<b>OPEN: 8:00 AM</b>	<b>CLOSE: 5:00 PM</b>	<b>SATURDAY</b>	<b>OPEN</b>	<b>CLOSE:</b>
<b>WEDNESDAY</b>	<b>OPEN: 8:00 AM</b>	<b>CLOSE: 5:00 PM</b>	<b>SUNDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Work Study Assistant	<b>Work Location</b>	University Testing Center	<b>No. of Positions</b>	3-4
<b>Minimum GPA Requirement</b>	2.5	<b>Major</b>	N/A		
<p><b>Job Description:</b> Assist University Testing Administration with hall and proctor room monitoring, faculty evaluation scanning, enforcing testing policies and procedures, testing and administration support during Admissions and Recruitment (University) events, the upkeep of the Testing Center and mail pickup from the Post Office and Bell Building.</p> <p><b>Dress Code:</b> Business Casual: No cutoff jeans or shorts, hats, bandanas, wrap caps, bonnets, slippers, flip-flops, revealing attire or non-professional attire. Casual may include jeans and TSU gear during the week; however, work appropriate.</p> <p><b>Objective (What [skills, experiences] will the student develop in this position? Leadership, Administrative, Task Completion; Test Proctoring/Monitoring, Admissions and Recruitment, as well as Testing Procedures.</b></p> <p><b>Date</b> 6/18/2019</p>					
<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