



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
Supervisor Name	Tiffany L. Ware	Supervisor Title	Director
Building/Department	MLK/English	Room#/Floor	MLK 252, 2 nd Floor Tiger Writing Lab
Phone Number	713-313-1070	Email Address	tiffany.ware@tsu.edu
BackUp Supervisor	Ms. Williams	BackUp Title	Department Secretary
BackUp Phone Number	713-313-7916	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	CLOSE: 5:00
MONDAY	OPEN: 9:00	CLOSE: 5:00	FRIDAY	OPEN: 9:00	CLOSE: 5:00
TUESDAY	OPEN:9:00	CLOSE: 5:00	SATURDAY	OPEN	CLOSE:
WEDNESDAY	OPEN: 9:00	CLOSE: 5:00	SUNDAY	OPEN:	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Lab. Assistant	Work Location	MLK 252	No. of Positions	2
Minimum GPA Requirement	2.5	Major	English, Communication, Education; or any area of interest		
Job Description					
Need writing lab assistant to fulfill the role of facilitator of the day-to-day operations of the lab. They work at the front desk, serving as a first contact point for students, faculty, and community patrons with the lab. Additionally, they organize student and tutor schedules, record appointment statistical data, and assist with other projects as assigned. Answer the phone for the lab, keep lab in clean; keep paper in the printer; troubleshoot problems that arise with equipment; responsible for opening/closing lab.					
Dress Code					
Business casual- Men attire: shirts, polo shirt,, slacks, and nice jeans. Women: Dresses, skirts (appropriate length), blouses, pants, and shirts. Shoes: tennis shoes or casual shoes. NOT ALLOWED: No flip-flops, No midriff blouses or shirts, no shorts, no t-shirts, no workout clothes including spandex leggings. Jeans are permitted but they are to be free without holes, tears, or graffiti.					
Objective (What [skills, experiences] will the student develop in this position?) In this position the student will be exposed to a lab that setting that teaches customer service skills, light office duties, and secretarial skills. Would like some experience in customer service. Little to no experience and willing to train. Must be PC literate.					
Date July 31, 2019					
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