



# 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>Supervisor Name</b>	Jacqueline Goodwater	<b>Supervisor Title</b>	Tutorial Services
<b>Building/Department</b>	Thornton Fairchild	<b>Room#/Floor</b>	Suite 120 (Executive Suite)
<b>Phone Number</b>	(713) 313-4377	<b>Email Address</b>	Jacqueline.goodwater@tsu.edu
<b>BackUp Supervisor</b>	Toni Smith	<b>BackUp Title</b>	Programming Coordinator
<b>BackUp Phone Number</b>	(713)313-6819	<b>BackUp Email</b>	Toni.smith@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: 9:00am</b>	<b>CLOSE: 8:00pm</b>
<b>MONDAY</b>	<b>OPEN: 9:00am</b>	<b>CLOSE: 8:00pm</b>	<b>FRIDAY</b>	<b>OPEN: 9:00pm</b>	<b>CLOSE: 5:00pm</b>
<b>TUESDAY</b>	<b>OPEN: 9:00am</b>	<b>CLOSE: 8:00pm</b>	<b>SATURDAY</b>	<b>OPEN 10:00am</b>	<b>CLOSE: 2:00pm</b>
<b>WEDNESDAY</b>	<b>OPEN: 9:00am</b>	<b>CLOSE: 8:00pm</b>	<b>SUNDAY</b>	<b>OPEN: 2:00pm</b>	<b>CLOSE: 5:00pm</b>

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Tutorial Services Front Desk	<b>Work Location</b>	Tutorial Services	<b>No. of Positions</b>	3
<b>Minimum GPA Requirement</b>	2.5	<b>Major</b>	Open		
<b>Job Description</b>					
Assist in the day to day operations of the Tutorial Center; to include but not limited to scheduling tutor appointments, assist with weekly programming events and workshops, data entry and assist with study hall check-in for specialty groups. All other duties as assigned.					
<b>Dress Code</b>					
Business Casual					
<b>Objective (What [skills, experiences] will the student develop in this position?)</b>					
Tutorial Services support student enrolled in TSU core cores. The objective is to service as a support for students, so they can successfully matriculate throughout their journey and be in academic good standing. Front Desk staff will develop customer services skills and administration skills.					
<b>Date 8.19.2019</b>					
<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