



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	Gray Bell, Miltonieka	Supervisor Title	Assistant Director of Undergraduate Admissions
Building/Department	Bell Building/ Office of Admissions	Room#/Floor	225
Phone Number	713-313-4812	Email Address	Miltonieka.gray-bell@tsu.edu
BackUp Supervisor	Nguyen, Trendi	BackUp Title	Customer Service Manager
BackUp Phone Number	713-313-7849	BackUp Email	Trendi.nguyen@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: 8:00am	CLOSE: 5:00pm
MONDAY	OPEN: 8:00am	CLOSE: 5:00pm	FRIDAY	OPEN: 8:00am	CLOSE: 5:00pm
TUESDAY	OPEN:8:00am	CLOSE: 5:00pm	SATURDAY	OPEN	CLOSE:
WEDNESDAY	OPEN: 8:00am	CLOSE: 5:00pm	SUNDAY	OPEN:	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Undergraduate Assistant-Admissions	Work Location	Bell Building	No. of Positions	4
Minimum GPA Requirement	2.5	Major	All		

Job Description

Student's will assist the Office Of Admissions with the day to day process which includes alphabetizing, data base search and some input(minor), filing , and other duties as assigned.

Dress Code

Casual Professional; no shorts, spaghetti strap tops or tube tops.

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

The students will become skillful in the freshman admissions process, from start to finish.

Date: 07/02/2019

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