



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	Deanna Ashley-Lemon	Supervisor Title	Director
Building/Department	Fairchild –Upward Bound Programs	Room#/Floor	147
Phone Number	713-313-7543	Email Address	Deanna.Ashley-Lemon@tsu.edu
BackUp Supervisor	Kimonesha Thomas	BackUp Title	Administrative Assistant
BackUp Phone Number	713-313-7998	BackUp Email	Kimonesha.Thomas@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	Office Assistant	Work Location	Fairchild Building Rm. 147	No. of Positions	2
Minimum GPA Requirement	2.5	Major	Open		
Job Description: Perform general office duties of under direct supervision of program Director.					
Dress Code: Appropriate Casual					
Objective (What [skills, experiences] will the student develop in this position?)					
Student will develop/enhance basic office skills, professionalism, and communication skills.					
Date: 8/19/2019					
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