



TEXAS SOUTHERN UNIVERSITY

Office of Student Financial Assistance

Ph: 713-313-7071 • Fax: 713-313-1859 • financialaid@tsu.edu • www.em.tsu.edu

2022-2023-Work-Study Job Request Form

Supervisor Contact Information – Please complete all fields.		Choose One:	On-Campus
Supervisor Name	Batiste-Roberts	Supervisor Title	Debate Coach
Building/Department	Education Bldg, Debate Team Office	Room#/Floor	Room 112
Phone Number	713-313-7205	Email Address	gloria.batiste-roberts@tsu.edu
BackUp Supervisor		BackUp Title	
BackUp Phone Number		BackUp Email	

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: 10:00am	CLOSE: 10:00pm
MONDAY	OPEN: 10:00am	CLOSE: 10:00pm	FRIDAY	OPEN: 10:00am	CLOSE: 10:00pm
TUESDAY	OPEN: 10:00am	CLOSE: 10:00pm	SATURDAY	OPEN: 8:00am	CLOSE: 2:00pm
WEDNESDAY	OPEN: 10:00am	CLOSE: 10:00pm	SUNDAY	OPEN:	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Office Assistant	Work Location	Education Bldg., Suite 112	No. of Positions	3
Minimum GPA Requirement	2.0	Major	Does not matter		
Job Description/Duties					
Research documents, Type letters, forms and other documents, answer phone, maintain office equipment. Greet visitors, etc.					
Dress casual					
Objective (What [skills, experiences] will the student develop in this position?)					
Computer skills, Research skills, office courtesy and customer service skills, public speaking skills					
Any changes to your job description will require a new Work-Study Job Request Form. This position will remain open until notified by the supervisor/work-study coordinator.					
Date: 1/6/2023					
Work-Study Office Only					
Date Posted Online			Work-Study Coordinator _____		
JOBREQ#			Date _____		

Updated:
02MAY12

Please send your documents to:
Texas Southern University
Office of Student Financial Assistance
3100 Cleburne Street • Houston, TX 77004