



# 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

<b>Supervisor Contact Information – Please complete all fields.</b>		<b>Choose One:</b>	<b>On-Campus</b>
Supervisor Name	Simon, Charmyn	Supervisor Title	Administrative Assistant
Building/Department	TECH PHYSICS	Room#/Floor	201
Phone Number	7980	Email Address	Chsmyn.simon@tsu.edu
BackUp Supervisor	Dr. Victor Migenes	BackUp Title	Chair
BackUp Phone Number	7390	BackUp Email	Victor.migenes@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: 8:00am</b>	<b>CLOSE: 5:00pm</b>
MONDAY	OPEN: 8:00am	CLOSE: 5:00pm	FRIDAY	OPEN: 8:00am	CLOSE: 5:00pm
TUESDAY	OPEN: 8:00am	CLOSE: 5:00pm	SATURDAY	OPEN: Closed	CLOSE:
WEDNESDAY	OPEN: 8:00am	CLOSE: 5:00pm	SUNDAY	OPEN: Closed	CLOSE:

<b>Job Information – Attach additional documents, if needed.</b>					
Job Title	Student Worker I	Work Location	TECH 201	No. of Positions	1
Minimum GPA Requirement	2.5	Major	PHYSICS		
<b>Job Description/Duties</b>					
Maintains office files and records including updating forms and providing students files. Screen calls visitors and answering questions as appropriate and redirecting others.					
<b>Dress Code</b>					
Casual					
<b>Objective (What [skills, experiences] will the student develop in this position?)</b>					
To maintain accuracy of information given to students, professors and visitors. Student will gain interpersonal skills ensuring all needs are met. Acknowledges and clarifies students and professors inquires or complaints are identified documented and address.					
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: 7/25/2022					
<b>Work-Study Office Only</b>					
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