



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	Reed, Elaine	Supervisor Title	Record Specialist
Building/Department	Financial Aid	Room#/Floor	132 First floor
Phone Number	713-313-1258	Email Address	elaine.reed@tsu.edu
BackUp Supervisor	Livingston, Andrea	BackUp Title	
BackUp Phone Number	713-313-7841	BackUp Email	Andrea Livingston

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	CLOSE: 5
MONDAY	OPEN: 8	CLOSE: 5	FRIDAY	OPEN: 8	CLOSE: 5
TUESDAY	OPEN: 8	CLOSE:5	SATURDAY	OPEN: close	CLOSE:
WEDNESDAY	OPEN: 8	CLOSE: 5	SUNDAY	OPEN: close	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	File clerk	Work Location	Bell Building	No. of Positions	7
Minimum GPA Requirement	none	Major			
<p>Job Description/Duties</p> <p>Be able to file papers in alphabetical order by name</p> <p>Dress Code no shorts</p> <p>Objective (What [skills, experiences] will the student develop in this position?)</p> <p>Filing papers.</p> <p>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.</p> <p>Date: 08-22-2022</p>					
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