



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.		Choose One:	On-Campus
Supervisor Name	Benavides, Sharron	Supervisor Title	Disability Coordinator II
Building/Department	Student Health Center,	Room#/Floor	Room #140
Phone Number	713-313-4210	Email Address	Sharron.Benavides@tsu.edu
BackUp Supervisor	Last Name, First Name	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: 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	Student Worker	Work Location	Student Health Center, Room 140	No. of Positions	5
Minimum GPA Requirement	3.0	Major	Social work, health sciences, psychology, education, public administration, and/or business.		

Job Description

Provide support to the Office of Disability Services (ODS) students and staff by performing the following duties: greet and assist students and staff, perform general clerical skills (i.e., answer phones, record messages, schedule appointments, data entry, filing, labeling, scanning, faxing, inventory, etc.); assist with various ODS awareness outreach events and project research; provide auxiliary aid services (e.g., reader/scriber/tutoring) to students with disabilities; provide service information and complete other assigned duties.

Dress Code

Business Casual

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

The student will acquire quality skills related to intercommunications, enhancing office operational functioning skills, understand and develop empathy for those with disabilities, and obtain event planning coordination 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: August 15, 2018

Work-Study Office Only

Date Posted Online	Work-Study Coordinator _____
JOBREQ#	Date _____

Updated:
02M
AY12

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