



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	Jackson, Melanie	Supervisor Title	Interim Exec Director, Procurement
Building/Department	Hannah Hall	Room#/Floor	333
Phone Number	713-313-7162	Email Address	Melanie.jackson@tsu.edu
BackUp Supervisor	Grimes, Karen	BackUp Title	AP Analyst
BackUp Phone Number	713-313-7132	BackUp Email	Karen.Grimes@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	CLOSE: 5
MONDAY	OPEN: 8	CLOSE: 5	FRIDAY	OPEN: 8	CLOSE: 5
TUESDAY	OPEN: 8	CLOSE: 5	SATURDAY	OPEN:	CLOSE:
WEDNESDAY	OPEN: 8	CLOSE: 5	SUNDAY	OPEN:	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Student Worker	Work Location	HH Suite 333/Warehouse Operations/Copy Center	No. of Positions	4
Minimum GPA Requirement	2.8	Major	N/A		
Job Description/Duties Answering phones, filing, scanning, data entry, Dress Code Business casual Objective (What [skills, experiences] will the student develop in this position?) Microsoft office 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: 07/23/2022					
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