



# 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	Didikiri, Rita	Supervisor Title	Sr. Admin. Assistant
Building/Department	Technology/Transportation	Room#/Floor	215/2nd floor
Phone Number	1841	Email Address	Rita.didikiri@tsu.edu
BackUp Supervisor		BackUp Title	
BackUp Phone Number		BackUp Email	

<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>
<b>MONDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 5:00pm</b>	<b>FRIDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 5:00pm</b>
<b>TUESDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 5:00pm</b>	<b>SATURDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>
<b>WEDNESDAY</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 5:00pm</b>	<b>SUNDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Student Assistant	<b>Work Location</b>	Technology Building Rm. 215	<b>No. of Positions</b>	10
<b>Minimum GPA Requirement</b>	2.0	<b>Major</b>	Any		
<b>Job Description/Duties</b> Deliveries, make copies, answer phone etc.					
<b>Dress Code</b> Normal/regular					
<b>Objective (What [skills, experiences] will the student develop in this position?)</b> n/a					
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.					
<b>Date:</b> 7/25/22					
<b>Work-Study Office Only</b>					
<b>Date Posted Online</b>			<b>Work-Study Coordinator</b> _____		
<b>JOBREQ#</b>			<b>Date</b> _____		

Updated:  
02MAY12

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