



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.		On-Campus	
Supervisor Name	Cartwright, Debra	Supervisor Title	Sr. Administrative Assistant
Building/Department	COLABS Dean's Office	Room#/Floor	PAB 315
Phone Number	713-313-4282	Email Address	Debra.cartwright
BackUp Supervisor	Lewis, Ronda	BackUp Title	Interim CBA
BackUp Phone Number	713-313-7211	BackUp Email	Ronda.lewis@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: 8:00a.m.	CLOSE: 5:00 p.m.
MONDAY	OPEN: 8:00a.m.	CLOSE: 5:00 p.m.	FRIDAY	OPEN: 8:00a.m.	CLOSE: 5:00 p.m.
TUESDAY	OPEN: 8:00a.m.	CLOSE: 5:00 p.m.	SATURDAY	OPEN:	CLOSE:
WEDNESDAY	OPEN:8:00a.m.	CLOSE: 5:00 p.m.	SUNDAY	OPEN:	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Work Study Student	Work Location	COLABS Dean's Office/Advisement	No. of Positions	2
Minimum GPA Requirement	2.5	Major	Open		
Job Description/Duties					
Assist in the office with answering the phone, picking up office mail from campus Post Office, delivering correspondence on campus, and copying documents as needed.					
Dress Code					
Office attire- no shorts or sweat pants.					
Objective (What [skills, experiences] will the student develop in this position?)					
The goal is to help the student not only develop good organizational and communication skills, but also phone etiquette.					
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: 07/27/2022					
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