



# 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>
<b>Supervisor Name</b>	Lemmie, Jerelyn	<b>Supervisor Title</b>	Accounting Manager
<b>Building/Department</b>	Bell Building/Student Accounting	<b>Room#/Floor</b>	106
<b>Phone Number</b>	713-313-6851	<b>Email Address</b>	Jerelyn.lemmie@tsu.edu
<b>BackUp Supervisor</b>	Thomas, Errol	<b>BackUp Title</b>	Executive Director
<b>BackUp Phone Number</b>	713-313-7986	<b>BackUp Email</b>	Errol.thomas@tsu.edu

<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 Accounting CSR	<b>Work Location</b>	Office of Student Accounting- 1 <sup>st</sup> floor bell	<b>No. of Positions</b>	1
<b>Minimum GPA Requirement</b>	2.5	<b>Major</b>	N/A		

### Job Description/Duties

Assisting with phone calls, checking the mail/email, filing and answering general student questions

### Dress Code

Business casual

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

Customer service and analytical 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: 7/25/22

### Work-Study Office Only

<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