



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	Pitts, Kirsten	Supervisor Title	Athletics Academic Advisor
Building/Department	H&PE / Athletics	Room#/Floor	143
Phone Number	713-313-7665	Email Address	Kirsten.Pitts@tsu.edu
BackUp Supervisor	Evans, Kimberly	BackUp Title	Assistant Athletics Director for Academic Enhancement
BackUp Phone Number	713-313-7697	BackUp Email	Kimberly.Evans@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: 8:00am	CLOSE: 7:00pm
MONDAY	OPEN: 8:00am	CLOSE: 7:00pm	FRIDAY	OPEN: 8:00am	CLOSE: 5:00pm
TUESDAY	OPEN: 8:00am	CLOSE: 7:00pm	SATURDAY	OPEN: N/A	CLOSE: N/A
WEDNESDAY	OPEN: 8:00am	CLOSE: 7:00pm	SUNDAY	OPEN: N/A	CLOSE: N/A

Job Information – Attach additional documents, if needed.					
Job Title	Attendance Liaison	Work Location	H&PE & other campus classroom bldgs	No. of Positions	10
Minimum GPA Requirement	2.3	Major	N/A		

Job Description

AAE Employee will need to be available to check the attendance of student-athletes classes (sun or rain) mainly during the hours of 8-3pm Monday through Friday. May be assigned M/W/F or T/R. May also be given some clerical work, but employee must prove that they are dependable and have a good work ethic.

Dress Code

Business Casual (i.e. khaki's and polo or TSU t-shirt) Nice jeans or capris are allowed. **ABSOLUTELY NO** gym clothes, leggings, shorts, holey jeans or shirts, club attire, flip flops or house shoes. If employee comes to work in the not allowed attire, said person will be told to go home and change.

Employee will be representing the Athletics Academic Enhancement department so please dress appropriately and be well-groomed.

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

Areas the student will develop skills in: communication (listening & written), being punctual/ confidential/ ethical and time management May also learn the skill of workflow, computer literacy and use of departmental software.

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: 08/11/2022

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