



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	Muriel Funches	Supervisor Title	Executive Director
Building/Department	JHJ School of Business	Room#/Floor	#330
Phone Number	713.313.6750	Email Address	Muriel.funches@tsu.edu
BackUp Supervisor	Joyre Thomas	BackUp Title	Coordinator
BackUp Phone Number	X7610	BackUp Email	Joyre.thomas@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: 8:00 AM	CLOSE: 5:00 PM
MONDAY	OPEN: 8:00 AM	CLOSE: 5:00 PM	FRIDAY	OPEN: 8:00 AM	CLOSE: 5:00 PM
TUESDAY	OPEN: 8:00 AM	CLOSE: 5:00 PM	SATURDAY	OPEN: 8:00 AM	CLOSE: 5:00 PM
WEDNESDAY	OPEN: 8:00 AM	CLOSE: 5:00 PM	SUNDAY	OPEN: 8:00 AM	CLOSE: 5:00 PM

Job Information – Attach additional documents, if needed.					
Job Title	Student assistant	Work Location	JHJ School	No. of Positions	2
Minimum GPA Requirement	2.75	Major	Journalism, communications, Marketing, Finance, management, Accounting, Finance, Graphics		

Job Description/Duties

General office duties, scheduling appointments, follow up and good verbal and communications skills are a must; assist with event planning, all communications, advertising and marketing. Responsible for social media marketing, assist with fund development prospect research and media story development (newsletters). Candidate should be organized and detailed, plus thoroughly check their work. Microsoft Office proficient; Constant Contact proficient preferred or willing to learn. Strong excel skills is a plus!

Dress Code

Business casual

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

Advancing the JHJ School through communications, marketing and fundraising. Currently responsible for internship placement, so interaction with corporate guests, developing networking skills, resume development and good workplace etiquette. Should enhance event planning skills, communications and learn how to interact with vision partners of the School.

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: 8.10.22

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