



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	Morgan, Martha	Supervisor Title	Division Business Administrator
Building/Department	Hannah Hall / Board Relations	Room#/Floor	115 / First
Phone Number	7992	Email Address	Martha.Morgan@TSU.Edu
BackUp Supervisor	Ruiz, Faith	BackUp Title	Executor Director for Board Relations
BackUp Phone Number	7900	BackUp Email	Faith.Ruiz@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: 5:00pm
MONDAY	OPEN: 8:00am	CLOSE: 5:00pm	FRIDAY	OPEN: 8:00am	CLOSE: 5:00
TUESDAY	OPEN: 8:00am	CLOSE: 5:00pm	SATURDAY	OPEN:	CLOSE:
WEDNESDAY	OPEN: 8:00am	CLOSE: 5:00pm	SUNDAY	OPEN:	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Student Office Assistant	Work Location	HH-115	No. of Positions	1
Minimum GPA Requirement	2.75	Major	Business Administration		
Job Description/Duties					
General office skills, which includes filing, completing office projects, delivering and retrieving paperwork and mail, knowledge of Microsoft Office Suite. Performs various clerical and data entry tasks for the staff and Board of Regents. Ability to operate office equipment (copier, scanner, fax, shredder, etc.) and other duties as assigned.					
Dress Code					
Business casual – no cutoff, tank-tops, torn jeans, short skirts/dresses (no slits), plunging necklines, flip flops					
Objective (What [skills, experiences] will the student develop in this position?)					
The student will develop and or strengthen office etiquette(s) organization abilities, communication skills, and reinforce technology abilities.					
NOTE: Returning Work-Study Student – Bayleigh Butler					
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: August 1, 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