Work-Study Job Request Form

Supervisor Contact Information – Please complete all fields.

Supervisor Name: Cornish, Jocelyn
Building/Department: E.O. Bell Building
Phone Number: 713-313-1995
BackUp Supervisor: Babers, Myesha
BackUp Phone Number: 713-313-7849

Choose One: On-Campus
Supervisor Title: Manager of High School Recruitment
Room/Floor: 2nd Floor
Email Address: contishjm@tsu.edu
BackUp Title: Senior Administrative Assistant
BackUp Email: Myesha.babers@tsu.edu

Days/Hours of Operation – Please enter the hours your department is open on the specified days.

<table>
<thead>
<tr>
<th>EXAMPLE</th>
<th>OPEN: 8:00AM</th>
<th>CLOSE: 5:00PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>OPEN: 8:00AM</td>
<td>CLOSE: 5:00PM</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>OPEN: 8:00AM</td>
<td>CLOSE: 5:00PM</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>OPEN: 8:00AM</td>
<td>CLOSE: 5:00PM</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>OPEN: 8:00AM</td>
<td>CLOSE: 5:00PM</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>OPEN: 8:00AM</td>
<td>CLOSE: 5:00PM</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>CLOSED</td>
<td>CLOSED</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>CLOSED</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

Job Information – Attach additional documents, if needed.

Job Title: Student Worker
Minimum GPA Requirement: 2.0
Work Location: Major
Office of Admissions & Recruitment
No. of Positions: 5
Open

Job Description
Under general supervision serves as point of contact in a customer service environment to respond to inquiries from prospective, current and former students regarding enrollment services. Assist with various tasks required for High School Recruitment. Assists students with problem resolution and the day- to- day operations of the Office of Admissions.

Dress Code
Business casual attire (no tank/lube tops, flip flops, torn or frayed clothing, shorts above the knee, unnatural hair color, visible piercing or tattoos). Denim jeans and sneakers are also acceptable attire.

Objective (What [skills, experiences] will the student develop in this position?)
Required skills include typing, ability to research, phone and communications management, data entry and management and excellent customer service skills. Sophomore and above classification preferred.

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: 7/21/2015

Please send your documents to:
Texas Southern University
Office of Student Financial Assistance
3100 Cleburne Street • Houston, TX 77004