Work-Study Job Request Form

Supervisor Name: Jeremy Lewis
Building/Department: REC Center
Phone Number: X6897 / x6885
BackUp Supervisor: Quishanna Swarengin
BackUp Phone Number: X6813

Choose One:
- On-Campus
  - Supervisor Title: Rec Sports Coordinator
  - Room#/Floor: REC 120
  - Email Address: lewisj@tsu.edu
  - BackUp Title: Facility Manager
  - BackUp Email: swarengincl@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: 7:00am
  - CLOSE: 10:00pm
- FRIDAY
  - OPEN: 7:00am
  - CLOSE: 5:00pm
- SATURDAY
  - OPEN: 12:00pm
  - CLOSE: 5:00pm
- SUNDAY
  - OPEN: 3:00pm
  - CLOSE: 8:00pm

Job Information – Attach additional documents, if needed.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Recreation Assistant</th>
<th>Work Location</th>
<th>Recreation Center</th>
<th>No. of Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum GPA Requirement</td>
<td>2.5</td>
<td>Major</td>
<td>n/a</td>
<td>10</td>
</tr>
</tbody>
</table>

Job Description

1) Abide by the rules, regulations and operation procedures of the Center and assigned working areas

2) Report to work on time.

3) Report to work in uniform.

4) Maintain a customer service philosophy and attitude as you perform daily duties of serving the members of the Center.

5) Report time earning request/time sheets on time and accurately.

6) Work the schedule assigned to you.

Dress Code

All areas will share the common recognition through employee staff shirts. Appropriate bottoms vary from each area (khakis, or black athletic). Closed toe shoes are required.

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

The Department of Campus Recreation values personal achievement and success through Service, Integrity, Respect, Excellence, and Leadership.

Date: 6/21/15

Work-Study Office Only

Date Posted Online

Work Study Analyst Shjondel Curtis

JOBREQ# W51684-1693

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