**Work-Study Job Request Form**

**Supervisor Contact Information – Please complete all fields.**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Name</td>
<td>Rose, Edwin</td>
</tr>
<tr>
<td>Building/Department</td>
<td>RSMC</td>
</tr>
<tr>
<td>Supervisor Title</td>
<td>Assistant Band Director</td>
</tr>
<tr>
<td>Phone Number</td>
<td>713-313-7360</td>
</tr>
<tr>
<td>Backup Supervisor</td>
<td>Coach-Riley, Linda</td>
</tr>
<tr>
<td>Backup Phone Number</td>
<td>7133137336</td>
</tr>
<tr>
<td>Room/Floor</td>
<td>RM 209 second Floor</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:rosee@tsu.edu">rosee@tsu.edu</a></td>
</tr>
<tr>
<td>Backup Title</td>
<td>Business Manager of TSU Bands</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Day</th>
<th>OPEN:</th>
<th>CLOSE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>8:00am</td>
<td>5:00pm</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>9:00am</td>
<td>5:00pm</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>9:00am</td>
<td>5:00pm</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>9:00am</td>
<td>10:00PM</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>9:00am</td>
<td>10:00PM</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>9:00am</td>
<td>10:00PM</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>9:00am</td>
<td>CLOSE:</td>
</tr>
</tbody>
</table>

**Job Information – Attach additional documents, if needed.**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Band Assistant</td>
</tr>
<tr>
<td>Work Location</td>
<td>RSMC</td>
</tr>
<tr>
<td>No. of Positions</td>
<td>5</td>
</tr>
<tr>
<td>Minimum GPA Requirement</td>
<td>2.5</td>
</tr>
<tr>
<td>Major</td>
<td>Any</td>
</tr>
</tbody>
</table>

**Job Description**

Worker will assist Band Staff with various departmental needs. This will include data entry, inventory and day to day errands.

**Dress Code**

Business casual

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

Computer literacy. Must be able to lift 20lbs.

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:**

**Work-Study Office Only**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Posted Online</td>
<td></td>
</tr>
<tr>
<td>JOBREQ#</td>
<td>031928-942</td>
</tr>
<tr>
<td>Date</td>
<td>8/17/18</td>
</tr>
</tbody>
</table>

Please send your documents to:

Texas Southern University  
Office of Student Financial Assistance  
3100 Cleburne Street • Houston, TX 77004