Work-Study Job Request Form

Supervisor Contact Information – Please complete all fields.

Supervisor Name: Sheard, Charlean
Building/Department: Robert J. Terry Library/Serials
Phone Number: 1082
Backup Supervisor: Hooks, Leocadia
Backup Phone Number: 713.313.4304

Choose One: On-Campus
Supervisor Title: Librarian Assistant
Room/#/Floor: 275/2nd
Email Address: SheardC@TSU.edu
Backup Title: Interim Assistant Director
Backup Email: Hooks lx@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: 12 am</th>
<th>THURSDAY</th>
<th>OPEN: 8:00 am</th>
<th>CLOSE 12 am</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>OPEN: 8:00am</td>
<td>CLOSE: 12 am</td>
<td>FRIDAY</td>
<td>OPEN: 8:00 am</td>
<td>CLOSE 8:00 pm</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>OPEN: 8:00am</td>
<td>CLOSE: 12 am</td>
<td>SATURDAY</td>
<td>OPEN: 9:00 am</td>
<td>CLOSE 6:00 pm</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>OPEN: 8:00am</td>
<td>CLOSE: 12 am</td>
<td>SUNDAY</td>
<td>OPEN: 12 noon</td>
<td>CLOSE 12 am</td>
</tr>
</tbody>
</table>

Job Information – Attach additional documents, if needed.

Job Title: Student Library Assistant
Work Location: RJT Library/Serials Department 2nd FL
Minimum GPA Requirement: 2.5
Major
No. of Positions: 2

Job Description
Assist in opening, sorting and stamping mail. Shelve and labeling of periodicals. Process newspapers for the recycling bin. Assist library users and answer the telephone.

Dress Code
Professional Casual

Objective (What [skills, experiences] will the student develop in this position?)
Students will develop teamwork skills, learn the techniques of customer service, time management and develop research skills in utilizing library resources.

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: 6/23/2015

Work-Study Office Only

Date Posted Online

Work Study Analyst Shjondel Curtis

JOBREQ# W512-1742-1743

Date

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

Updated: 02MAY15