



# 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

<b>Supervisor Contact Information – Please complete all fields.</b>		<b>Choose One:</b>	<b>On-Campus</b>
Supervisor Name	Joseph, Latonya	Supervisor Title	Board Coordinator
Building/Department	Hannah Hall / Board Relations	Room#/Floor	115 / First Floor
Phone Number	(713) 313-7899	Email Address	<a href="mailto:latonya.joseph@tsu.edu">latonya.joseph@tsu.edu</a>
BackUp Supervisor	Ruiz, Faith	BackUp Title	Executive Director for Board Relations
BackUp Phone Number	(713) 313-7900	BackUp Email	<a href="mailto:faith.ruiz@tsu.edu">faith.ruiz@tsu.edu</a>

<b>Days/Hours of Operation – Please enter the hours your department is open on the specified days.</b>					
<b>EXAMPLE</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 5:00pm</b>	<b>THURSDAY</b>	<b>OPEN: 8:00 a.m.</b>	<b>CLOSE: 5:00 p.m.</b>
<b>MONDAY</b>	<b>OPEN: 8:00 a.m.</b>	<b>CLOSE: 5:00 p.m.</b>	<b>FRIDAY</b>	<b>OPEN: 8:00 a.m.</b>	<b>CLOSE: 5:00 p.m.</b>
<b>TUESDAY</b>	<b>OPEN: 8:00 a.m.</b>	<b>CLOSE: 5:00 p.m.</b>	<b>SATURDAY</b>	<b>OPEN: Closed</b>	<b>CLOSE: Closed</b>
<b>WEDNESDAY</b>	<b>OPEN: 8:00 a.m.</b>	<b>CLOSE: 5:00 p.m.</b>	<b>SUNDAY</b>	<b>OPEN: Closed</b>	<b>CLOSE: Closed</b>

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Student Office Assistant	<b>Work Location</b>	Hanna Hall, 115	<b>No. of Positions</b>	1
<b>Minimum GPA Requirement</b>		<b>Major</b>	Any		
<b>Job Description/Duties</b>					
Seeking a self-motivated, multi-tasking, well organized, and professional student worker who possesses superior verbal and written communication skills. The student will perform general clerical duties; assist with projects, including but not limited to filing, answering phones, sorting mail, photocopying, faxing, mail pick-up and dissemination; maintaining and/or creating spreadsheets, reports, and logs; and other duties as assigned. May work up to 20 hours per week.					
<b>Dress Code</b>					
Business casual and professional - Casual attire, such as jeans, athletic shoes/clothing, short skirts / dresses, plunging necklines, tank tops, flip flop are prohibited.					
<b>Objective (What [skills, experiences] will the student develop in this position?)</b>					
Students will develop the following skills: Critical Thinking/Problem Solving (CT/PS); Oral/Written Communication (O/WC); Teamwork/Collaboration (T/C); Digital Technology (DT); Leadership (L); Professionalism/Work Ethic (P/WE); Career Management (CM); Global/Intercultural Fluency (G/IF)					
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.					
<b>Date:</b> October 5, 2022					
<b>Work-Study Office Only</b>					
<b>Date Posted Online</b>			<b>Work-Study Coordinator</b> _____		
<b>JOBREQ#</b>			<b>Date</b> _____		

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