



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

Supervisor Contact Information – Please complete all fields.		Choose One:	On-Campus
Supervisor Name	McDonald	Supervisor Title	Administrative Assistant
Building/Department	Education/Curriculum & Instruction	Room#/Floor	204- 2 nd floor
Phone Number	713-313-7267	Email Address	Clareatha.mcdonald@tsu.edu
BackUp Supervisor	Leeandra Roderique	BackUp Title	College Business Manager
BackUp Phone Number	713-313-7860	BackUp Email	Leeandra.roderique@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: 8:00am	CLOSE: 5:00pm
MONDAY	OPEN: 8:00am	CLOSE: 5:00pm	FRIDAY	OPEN: 8:00am	CLOSE: 5:00pm
TUESDAY	OPEN: 8:00am	CLOSE: 5:00pm	SATURDAY	OPEN: CLOSED	CLOSE:
WEDNESDAY	OPEN: 8:00AM	CLOSE: 5:00pm	SUNDAY	OPEN: CLOSED	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Office Assistant	Work Location	Education	No. of Positions	5
Minimum GPA Requirement	2.5	Major	any		

Job Description/Duties

The student will assist the department chair, office administrator, and faculty with copying of materials, filing, and computer input, answering the phone, greeting the customers, running errands and other general office request.

Dress Code

Casual professional dress is acceptable. No shorts will be allowed. No low cut tops. No baggy pants. No see through leggings. No revealing outfits. Please be reminded that this is a professional environment.

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

We would like for the students to come with some computer skills. Excel, data processing, word and data input. The student will be trained in some of the listed areas if needed. Creativity is a plus.

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: July 27, 2022

Work-Study Office Only

Date Posted Online	Work-Study Coordinator _____
JOBREQ#	Date _____

Updated:
02MAY12

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