



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	Darnell Joseph	Supervisor Title	Engagement Manager
Building/Department	Hannah Hall	Room#/Floor	230D
Phone Number	1826	Email Address	Darnell.joseph@tsu.edu
BackUp Supervisor	Joseph Scott	BackUp Title	
BackUp Phone Number	7411	BackUp Email	

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: 8:00 am	CLOSE: 12:00am
MONDAY	OPEN: 8:00am	CLOSE: 12:00am	FRIDAY	OPEN: 7:00 am	CLOSE: 6:00pm
TUESDAY	OPEN: 8:00am	CLOSE: 12:00am	SATURDAY	OPEN: 8:00 am	CLOSE: 6 :00pm
WEDNESDAY	OPEN: 8:00am	CLOSE:12:00am	SUNDAY	OPEN: 9:00 am	CLOSE: 12:00 am

Job Information – Attach additional documents, if needed.					
Job Title	Lab Monitor / Computer Tech	Work Location	LLC	No. of Positions	15
Minimum GPA Requirement		Major			
Job Description/Duties					
Customer Service					
Dress Code					
Business Casual					
Objective (What [skills, experiences] will the student develop in this position?)					
Office					
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: 8/19/22					
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