



# TEXAS SOUTHERN UNIVERSITY

Office of Student Financial Assistance

Ph: 713-313-7071 • Fax: 713-313-1859 • financialaid@tsu.edu • www.em.tsu.edu

## Work-Study Job Request Form

<b>Supervisor Contact Information – Please complete all fields.</b>		<b>Location:</b>	<b>On-Campus</b>
Supervisor Name		Supervisor Title	
Building/Department		Room#/Floor	
Phone Number		Email Address	
Backup Supervisor		Backup Title	
Backup Phone Number		Backup Email	

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

<b>EXAMPLE</b>	<b>OPEN: 8:00am</b>	<b>CLOSE: 5:00pm</b>	<b>THURSDAY</b>		
<b>MONDAY</b>			<b>FRIDAY</b>		
<b>TUESDAY</b>			<b>SATURDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>
<b>WEDNESDAY</b>			<b>SUNDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>

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

<b>Job Title</b>		<b>Work Location</b>		<b>No. of Positions</b>	
<b>Minimum GPA Requirement</b>		<b>Major</b>			

**Job Description:**

Dress Code:

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

Date:

<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