



# TEXAS SOUTHERN UNIVERSITY

## Office of Student Financial Assistance

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

<b>Supervisor Contact Information – Please complete all fields.</b>		<b>Choose One:</b>	<b>On-Campus</b>
<b>Supervisor Name</b>	Andress, Mary	<b>Supervisor Title</b>	Coordinator
<b>Building/Department</b>	Nabrit Science Building, Office of Experiential Training	<b>Room#/Floor</b>	Suite 308
<b>Phone Number</b>	713-313-5058	<b>Email Address</b>	<a href="mailto:Mary.andress@tsu.edu">Mary.andress@tsu.edu</a>
<b>BackUp Supervisor</b>	Johnson, Kaylie	<b>BackUp Title</b>	Coordinator
<b>BackUp Phone Number</b>	713-313-1290	<b>BackUp Email</b>	Kaylie.johnson@tsu.edu

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

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Office Assistant III	<b>Work Location</b>	Nabrit Science Building suite 308	<b>No. of Positions</b>	2
<b>Minimum GPA Requirement</b>	2.5	<b>Major</b>	Any		

### Job Description/Duties

The College of Pharmacy and Health Sciences, Office of Experiential Training is looking for students with excellent customer service and communication skills. Duties include: making copies, filing, running errands, scheduling, data entry, and meeting setup and logistics. In addition, student will assist the internship coordinators with internship process which includes, completing on-boarding paperwork, data entry and affiliation agreement organization.

Skills include: Customer service skills, typing, documentation skills, verbal communication, written communication, dependability, attention to detail and

administrative writing skills. Student will assist the office's internship coordinators in execution of day to day office operations.

### Dress Code

Business casual

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

To become resourceful student professionals who offer strong problem-solving, customer service, and effective communicator skills with students, stakeholders and faculty. The student will become familiar with the operations of the academic office as it relates to preparing students for the healthcare services and expectations from an education coordinator. The student will further be exposed to different careers within the College of Pharmacy and Health Sciences.

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.

**Please send your documents to:**

Texas Southern University  
Office of Student Financial Assistance  
3100 Cleburne Street • Houston, TX 77004



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Date: 08/23/2022

*Work-Study Office Only*

Date Posted Online

Work-Study Coordinator \_\_\_\_\_

JOBREQ#

Date \_\_\_\_\_

## 2022-2023- Work-Study Job Request Form

Updated:  
02MAY12

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