



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	White, Maria	Supervisor Title	Department Business Administrator
Building/Department	Human Resources & Payroll Services	Room#/Floor	Hannah Hall 126 & 135
Phone Number	4239	Email Address	Maria.white@tsu.edu
BackUp Supervisor	Hurst, Kashonda	BackUp Title	Sr. Employment Specialist
BackUp Phone Number	7881	BackUp Email	Kashonda.hurst@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: 8:00am	CLOSE: 5:00pm
WEDNESDAY	OPEN: 8:00am	CLOSE: 5:00pm	SUNDAY	OPEN: 8:00am	CLOSE: 5:00pm

Job Information – Attach additional documents, if needed.					
Job Title	Student Worker	Work Location	Hannah Hall 126 & 135	No. of Positions	4
Minimum GPA Requirement	3.0	Major	N/A		

Job Description/Duties

Greet Faculty, Staff, Students, and Visitors.

Answer Multi-Line Phone

Assist with Filing, data entry, and additional needs of HR and Payroll Staff

Dress Code

Business Casual

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

The student will learn to communicate effectively with a diverse group of employees, students and visitors. Student will also gain knowledge of HR and Payroll processes.

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: August 1, 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