



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	Jones, Richelle	Supervisor Title	Director, Student Support Services
Building/Department	PAB	Room#/Floor	PAB 102
Phone Number	713.313.4886	Email Address	Richelle.jones@tsu.edu
BackUp Supervisor	Last Name, First Name	BackUp Title	
BackUp Phone Number		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: 8:00am	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: varies	CLOSE: varies
WEDNESDAY	OPEN: 8:00am	CLOSE: 5:00pm	SUNDAY	OPEN:	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Undergraduate Student Assistance	Work Location	PAB	No. of Positions	2
Minimum GPA Requirement	2.5	Major	Any		

Job Description/Duties

Assist with office programming, operations and greeting office visitors

Dress Code

Casual for everyday, but for programming business casual

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

Interpersonal skills, organizations and working with others and interdepartmentally.

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: 8/2/2022

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