



# 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

<b>Supervisor Contact Information – Please complete all fields.</b>		<b>Choose One:</b>	<b>On-Campus</b>
Supervisor Name	Ratliff, Candy H.	Supervisor Title	Department Chair
Building/Department	COE/Counseling	Room#/Floor	EB 250
Phone Number	713-313-1922	Email Address	candy.ratliff@tsu.edu
BackUp Supervisor	Leeandra Francis	BackUp Title	College Business Manager
BackUp Phone Number	713-313-7860	BackUp Email	leeandra.roderique@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 a.m.</b>	<b>CLOSE: 5:00 p.m.</b>
<b>MONDAY</b>	<b>OPEN: 8:00 a.m.</b>	<b>CLOSE: 5:00 p.m.</b>	<b>FRIDAY</b>	<b>OPEN: 8:00 a.m.</b>	<b>CLOSE: 5:00 p.m.</b>
<b>TUESDAY</b>	<b>OPEN: 8:00 a.m.</b>	<b>CLOSE: 5:00 p.m.</b>	<b>SATURDAY</b>	<b>OPEN: Closed</b>	<b>CLOSE: Closed</b>
<b>WEDNESDAY</b>	<b>OPEN: 8:00 a.m.</b>	<b>CLOSE: 5:00 p.m.</b>	<b>SUNDAY</b>	<b>OPEN: Closed</b>	<b>CLOSE: Closed</b>

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Office Assistant	<b>Work Location</b>	Education Building Room 249	<b>No. of Positions</b>	3
<b>Minimum GPA Requirement</b>	2.5	<b>Major</b>	any		
<b>Job Description/Duties</b>					
The student will assist the department chair, office administrator, and faculty with copying of materials, filing, and computer input, answering the phone, greeting the customers, running errands and other general office request.					
<b>Dress Code</b>					
Casual professional dress is acceptable. No shorts will be allowed. No low cut tops. No baggy pants. No see through leggings. No revealing outfits. Please be reminded that this is a professional environment.					
<b>Objective (What [skills, experiences] will the student develop in this position?)</b>					
We would like for the students to come with some computer skills. Excel, data processing, word and data input. The student will be trained in some of the listed areas if needed. Creativity is a plus.					
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.					
<b>Date:</b> September 8, 2022					
<b>Work-Study Office Only</b>					
<b>Date Posted Online</b>			<b>Work-Study Coordinator</b> _____		
<b>JOBREQ#</b>			<b>Date</b> _____		

Updated:  
02MAY12

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