



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	Jenkins, China	Supervisor Title	Executive Director for Team Center
Building/Department	COPHS	Room#/Floor	241F
Phone Number	713-313-7439	Email Address	china.jenkins@tsu.edu
BackUp Supervisor	Goodwater, Jacqueline	BackUp Title	Academic Student Support Manager
BackUp Phone Number	713.313.4377	BackUp Email	Jacqueline.goodwater@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:9:00am	CLOSE:5:00pm
MONDAY	OPEN: 9:00am	CLOSE: 5:00pm	FRIDAY	OPEN:9:00am	CLOSE:5:00pm
TUESDAY	OPEN: 9:00am	CLOSE: 5:00pm	SATURDAY	OPEN:	CLOSE:
WEDNESDAY	OPEN: 9:00am	CLOSE:5:00pm	SUNDAY	OPEN:	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Work Study-Admin	Work Location	Gray Hall 241F	No. of Positions	3
Minimum GPA Requirement	2.7	Major	Science Related		

Job Description/Duties

1. Handles routine office inquiries from employees, students and parents
2. Assists in the day to day maintenance and responsibilities of the assigned department
3. Responsible for clerical functions including answering phones, filing, scheduling, organizing, etc.
4. Responsible for other reasonable, related duties as assigned
 - Proficiency in use of personal computer workstation with common software applications
 - Ability to organize and multitask functions to ensure compliance with due dates and deadlines
 - Outstanding customer service skills
 - Excellent interpersonal relationship and communications skills
 - Ability to transfer knowledge to subordinates and higher authorities
 - Problem analysis and problem resolution skills
 - Ability to learn and use multiple software programs

Dress Code

Business Casual; work study students are expected to dress in accordance to the job assignment. Students clothing should be clean and neatly pressed. No cutoffs, ragged jeans, miniskirts, short shorts, or clothing showing the midriff.

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

The Federal Work Study Program is designed to promote part-time employment for students who demonstrate financial need. Assistance is provided to students while broadening their educational experience

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: 8/23/2022

Work-Study Office Only

Date Posted Online	Work-Study Coordinator _____	Updated:
JOBREQ#	Date	02MAY12

Please send your documents to:

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