



TEXAS SOUTHERN UNIVERSITY

Office of Student Financial Assistance

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

Work-Study Job Request Form

Supervisor Contact Information – Please complete all fields.		Choose One:	On-Campus
Supervisor Name	Berry, Courtney	Supervisor Title	Administrative Assistant
Building/Department	Counseling	Room#/Floor	249
Phone Number	713-313-7018	Email Address	Courtney.berry@tsu.edu
BackUp Supervisor	Ratliff, Candy	BackUp Title	Department Chair
BackUp Phone Number	713-313-1922	BackUp Email	Candy.ratliff@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 A.M.	CLOSE: 5 P.M.
MONDAY	OPEN: 8 A.M.	CLOSE: 5 P.M.	FRIDAY	OPEN: 8 A.M.	CLOSE: 5 P.M.
TUESDAY	OPEN: 8 A.M.	5 P.M.	SATURDAY	OPEN:	CLOSE:
WEDNESDAY	OPEN: 8 A.M.	CLOSE: 5 P.M.	SUNDAY	OPEN:	CLOSE:

Job Information – Attach additional documents, if needed.					
Job Title	Office Assistant	Work Location	College of Education 249	No. of Positions	2
Minimum GPA Requirement		Major	Any		
Job Description					
Run errands on campus, file and copy documents, Answer phones, type documents if necessary					
Dress Code					
Office attire (no tights, shorts, or cut off tops)					
Objective (What [skills, experiences] will the student develop in this position?)					
Learning how to work in an office setting while developing general office skills including phone etiquette and familiarity with office equipment.					
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: 12/19/19					
Work-Study Office Only					
Date Posted Online			Work-Study Coordinator		

JOBREQ#			Date		

Updated:
02M
AY12

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