



# 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

<b>Supervisor Contact Information – Please complete all fields.</b>		<b>Choose One:</b>	<b>On-Campus</b>
<b>Supervisor Name</b>	Jennifer Rhodes	<b>Supervisor Title</b>	International Admissions Coordinator
<b>Building/Department</b>	Bell Bldg/Enrollment Services	<b>Room#/Floor</b>	204
<b>Phone Number</b>	713-313-4397	<b>Email Address</b>	Jennifer.Rhodes@tsu.edu
<b>Backup Supervisor</b>	Trendi Nguyen	<b>Backup Title</b>	Backup Supervisors
<b>Backup Phone Number</b>	713-313-7849	<b>Backup Email</b>	Trendi.Nguyen@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</b>	<b>CLOSE: 5:00</b>
<b>MONDAY</b>	<b>OPEN: 8:00</b>	<b>CLOSE: 5:00</b>	<b>FRIDAY</b>	<b>OPEN: 8:00</b>	<b>CLOSE: 5:00</b>
<b>TUESDAY</b>	<b>OPEN: 8:00</b>	<b>CLOSE: 5:00</b>	<b>SATURDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>
<b>WEDNESDAY</b>	<b>OPEN: 8:00</b>	<b>CLOSE: 5:00</b>	<b>SUNDAY</b>	<b>OPEN:</b>	<b>CLOSE:</b>

<b>Job Information – Attach additional documents, if needed.</b>					
<b>Job Title</b>	Front Desk Assistant	<b>Work Location</b>	Fairchild Building Suite 119	<b>No. of Positions</b>	3
<b>Minimum GPA Requirement</b>	2.75	<b>Major</b>	All		
<b>Job Description</b> Under general supervision serves as point of contact in a customer service environment to respond to inquiries from prospective, current and former students regarding enrollment services. Assist with various tasks required for the Office of International Affairs. Assists students with problem resolution and the day-to-day operations of the Office of Admissions.					
<b>Dress Code</b> Business casual attire (no tank/tube tops, flip flops, torn or frayed clothing, shorts above the knee, unnatural hair color, visible piercing or tattoos). Denim jeans and sneakers are also acceptable attire.					
<b>Objective (What [skills, experiences] will the student develop in this position?)</b> Required skills include typing, ability to research, phone and communications management, data entry and management and excellent customer service skills. Sophomore and above classification preferred.					
Date: 8/11/2021					
<b>Work-Study Office Only</b>					
<b>Date Posted Online</b>			<b>Work-Study Coordinator</b> _____		
<b>JOBREQ#</b>			<b>Date</b> _____		

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

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