



TEXAS SOUTHERN UNIVERSITY

Department of Human Resources

• Ph: 713-313-7521 • Fax: 713-313-4347 • hrcommunications@tsu.edu • www.hr.tsu.edu

2018-2019 Student Job Request Form

Supervisor Contact Information- Please complete all fields.

Supervisor Name		Supervisor Title	
Department/Building		Room #/ Floor	
Phone Number		Email Address	
Back Up Supervisor		Back Up Title	
Back Up Phone Number		Back Up Email	

List Applicant Names

1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

Job Information- Attach additional documents, if needed.

Job Title		Date of Hire	
Work Location		No. of Positions	

List Job Duties:

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Human Resources Office Only

Date Posted Online:	Date:
JOBREQ#:	

Please send your documents to:
Texas Southern University
Department of Human Resources
3100 Cleburne Street, Houston, TX 77004