



## EMPLOYER WORK-STUDY REQUEST

**Department Name** Information Technology Department

**Supervisor/Contact Name** Angie Hunt - IT Project Manager

**Phone/Extension** 1261

**Office Location:** Cambridge, MA  Lawrence, MA  Springfield, MA   
Augusta, GA  Chesapeake, VA  San Juan, PR   
Ontario, CA  Memphis, TN

**Total number of students requested:** 1

**Of that number, how many are returning students?** 0

**Responsibilities:** Assist with the Cambridge College IT Department's Helpdesk Operations by  
answering phone calls, entering eHelpdesk requests into the work queue, and assisting students, faculty,  
and staff with general helpdesk inquiries.

**Special Skills or Qualifications:** Familiar with Microsoft Windows Operating system and Microsoft  
Office Suite of products. Displays a friendly, professional manner.

**Please indicate if there are special hours a student would need to be available or special physical requirements that need to be met:**

Hours of operation are 1-5 pm Monday through Friday.