



EMPLOYER WORK-STUDY REQUEST

Department Name: Financial Aid

Supervisor/Contact Name: Keinah LaPointe

Phone/Extension: 1151

Office Location: Cambridge, MA

Total number of students requested: 1

Of that number, how many are returning students? 0

Responsibilities: Clerical responsibilities such as, filing, mail postings, assisting staff, assist students with filling out their FAFSA, as well as navigating the MyCC web page portal.

Special Skills or Qualifications: Students should know how to file in alphabetical order, should have some knowledge of the FAFSA on the web application, knowledge of MyCC portal of the financial aid page.

Please indicate if there are special hours a student would need to be available or special physical requirements that need to be met: 20 hours/week. Student should be able to lift 5lb boxes if necessary.