



EMPLOYER WORK-STUDY REQUEST

Department Name: Administrative
Supervisor/Contact Name: Barbara Bailey
Phone/Extension: 1542

Office Location: Memphis, TN

Total number of students requested: 3

Of that number, how many are returning students? 2

Responsibilities: typing, answering the phone and taking messages or directing calls, filing, making folders as needed, cleaning dry erase boards, helping with classroom set-up, greeting students and visitors as they come into the Center, basically helping us with whatever we need done.

Special Skills or Qualifications: Typing, power point, excel, effective communication skills.