



EMPLOYER WORK-STUDY REQUEST

Department Name: Marketing and Communications

Supervisor/Contact Name: Jacqui Conrad

Phone/Extension: 1621

Office Location: Cambridge, MA

Total number of students requested: 2

Of that number, how many are returning students? 1

Responsibilities: Assist Marketing Manager and Director of Marketing & Communications with filing, support with event planning, telephone calls to the media and light research.

Special Skills or Qualifications: Good written and oral communications skills. Internet savvy and easygoing personality.