



## EMPLOYER WORK-STUDY REQUEST

**Department Name:** Enrollment Management

**Supervisor/Contact Name:** Anna DeSousa

**Phone/Extension:** 1280

**Office Location:** 1000 Mass Ave., Cambridge, MA

**Total number of students requested:** 2

Of that number, how many are returning students? 0

**Responsibilities:**

- Greet individuals entering the building and seeking information.
- Small projects assigned when needed.
- Answering phones when necessary.
- On-time and able to fulfill scheduling needs

**Special Skills or Qualifications:**

- Professional office skills
- Customer Service Oriented
- Comfortable with answering phones and managing multiple phone lines
- Works well with others
- Comfortable with commonly used computer applications (ie: Microsoft Office and email)

**Hours a student would need to be available or special physical requirements that need to be met:**

Hours: Multiple shifts available Mon-Fri between the hours of 11am-7pm.

Physical Requirements: Able to lift 20-30lbs.