



EMPLOYER WORK-STUDY REQUEST

Department Name: Memphis Regional Center

Supervisor/Contact Name: Dr. Karen Streeter

Phone/Extension: 1547

Office Location should be marked:

Memphis, TN

Total number of students requested: 4-5

Of that number, how many are returning students? 2

Responsibilities: Answering phone, typing, filing, greeting guests/potential students, anything clerical

Special Skills or Qualifications: typing, pleasant voice on the phone, good attitude when greeting guests

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