



EMPLOYER WORK-STUDY REQUEST

Department Name: Admissions

Supervisor/Contact Name: MJ Toohey or Denise Haile

Phone/Extension: 1437 for MJ or 1167 for Denise

Office Location should be marked:

Cambridge, MA

Total number of students requested: 1

Of that number, how many are returning students? open

Responsibilities: Recruitment administrative work including doing mailings, calling for outreaches, assisting with preparation for events and information sessions, compiling informational lists on Microsoft Excel, and making packets.

Special Skills or Qualifications: Good organizational skills, ability to represent Cambridge College well on the phone and in person, knowledge of Microsoft Office, attention to detail required

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

N/A