



EMPLOYER WORK-STUDY REQUEST

Department Name: Marketing & Communications

Supervisor/Contact Name: Jeff Imperato

Phone/Extension: 617-873-0194

Office Location:
Cambridge, MA

Total number of students requested: 1

Of that number, how many are returning students? Unkown (requesting new work study).

Responsibilities:

- Assistance in compiling and tracking various marketing and communications initiatives
- Administrative assistance with marketing-related materials
- Interact with various departments on marketing-related issue

Special Skills or Qualifications:

- Strong written and oral communications skills
- Strong interest in marketing, communications, public relations

Please indicate if there are special hours a student would need to be available or special physical requirements that need to be met: Some lifting may occasionally be required. Prefer Tuesday/Thursday availability.