

8/4/2011



EMPLOYER WORK-STUDY REQUEST

Department Name ___Lawrence Regional Center _____

Supervisor/Contact Name ___Linda Richelson _____

Phone/Extension ___x0471 _____

Office Location: Cambridge, MA ___ Lawrence, MA Springfield, MA ___
Augusta, GA ___ Chesapeake, VA ___ San Juan, PR ___
Ontario, CA ___ Memphis, TN ___

Total number of students requested: ___1_____

Of that number, how many are returning students? _____

Responsibilities: __Student will be responsible for developing databases for student retention and recruitment. Student will develop and maintain filing system in accordance with NEASC requirements. Student will also develop and maintain database for adjunct faculty and manage all mailings to this group.

Special Skills or Qualifications: __Ability to use excel and Microsoft word.

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

___none_____
