



## EMPLOYER WORK-STUDY REQUEST

Department Name: **School of Psychology & Counseling**

Supervisor/Contact Name: **Lisa Tison and Niti Seth**

Phone/Extension: **0223**

**Office Location:** Cambridge, MA

Total number of students requested: **1**

Of that number, how many are returning students? **1**

Responsibilities: **Create and modify documents using Microsoft Office**  
**Perform general clerical duties to include but not limited to photocopying, faxing, mailing, and filing**  
**Maintain hard copy and electronic filing system**  
**Provide assistance to the Dean, Administrative Manager and SOPC Coordinator**  
**Carrying out specific projects and research**  
**Support staff in assigned project based work**  
**Maintain proper database of the staff working in the organization**

Special Skills or Qualifications:

**Knowledge of Microsoft Office. Duties require professional verbal and written communication skills and the ability to type 40 wpm**

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