



EMPLOYER WORK-STUDY REQUEST

Department Name: Academic Advising

Supervisor/Contact: Malcolm Pace

Phone/Extension : 617.873.0146

Office Location: Cambridge, MA

Total number of students requested: 1

Of that number, how many are returning students? 0

Responsibilities:

- Assist in Faculty and Student outreach (department services, programs, and events)
- Assistant to the Academic Club (Human Services and Psychology Club)
- Research assistant
- Maintain department billboard

Special Skills or Qualifications:

- Proficient in Microsoft Office
- Good communication skills with a personality.
- Maintain great academic standing
- Note taking skills

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