



EMPLOYER WORK-STUDY REQUEST

Department Name: Institutional Advancement

Supervisor/Contact Name: Patricia Denn

Phone/Extension: 617-873-0278

Office Location:
Cambridge, MA

Total number of students requested: 1

Of that number, how many are returning students? 0

Responsibilities: Maintaining department files. Support and assist with memorabilia sales, inventory and sales records.

Special Skills or Qualifications: Prior office experience required.

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