



Cambridge
College

EMPLOYER WORK-STUDY REQUEST

Department Name Student Academic Support Services

Supervisor/Contact Name Rebecca Sheils

Phone/Extension 1191

Office Location: Cambridge, MA__x_Lawrence, MA___Springfield, MA___
Augusta, GA___Chesapeake, VA___ San Juan, PR___
Ontario, CA___ Memphis, TN___

Total number of students requested: 2

Of that number, how many are returning students? _____

Responsibilities: Students will complete a variety of office support tasks for the International Student Office, Office of Academic Advising and Dean of Student Affairs. Specific tasks include: answering phones, triaging walk-in students, filing, photocopying, creating publicity for events and programs, completing data entry assignments, and assisting with workshops and programs.

Special Skills or Qualifications: Students should be comfortable using all products in the Microsoft Office Suite. S/he should also feel comfortable working in a busy environment.

Please indicate if there are special hours a student would need to be available or special physical requirements that need to be met: desired hours are 2pm to 7pm Monday-Friday, but the times can be filled by two different people depending on student schedules. Two students would be ideal.