



## EMPLOYER WORK-STUDY REQUEST

Department Name: Springfield Regional Center

Supervisor/Contact Name: Teresa P. Forte

Phone/Extension: 6622

**Office Location:** Springfield, MA

Total number of students requested: 1

Of that number, how many are returning students:

Responsibilities: Assist staff in performing clinical duties, filing, mailing

Special Skills or Qualifications: Computer skills, Microsoft Office

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