EMPLOYER WORK-STUDY REQUEST

Department Name: The Office of Academic Affairs

Supervisor/Contact Name: Mrs. Irum Zehra Rashid

Phone/Extension: 1228

Office Location: 1000 Mass. Ave, Cambridge, MA

Total number of students requested: 2

Of that number, how many are returning students? 0

Responsibilities:
  • Make phone calls to new faculty members
  • Filing, photocopying, and mailings contracts
  • Various projects will be assigned on a regular basis
  • On-time and able to fulfill scheduling needs

Special Skills or Qualifications:
  • Strong work ethic and ability to adapt in busy work environment
  • Organized and professional
  • Excellent Customer Service and proper phone etiquette are expected at all times
  • Comfortable with commonly used computer applications (i.e.: Microsoft Word and Excel and email)
  • Dress professionally
  • Non-Smoking

Hours a student would need to be available or special physical requirements that need to be met:
  • Hours available: 15-20 hours per week
  • Physical Requirements: Able to lift 20-30lbs