



## EMPLOYER WORK-STUDY REQUEST

**Department Name:** Admissions

**Supervisor/Contact Name:** Stephanie Funderburg

**Phone/Extension:** 1238

**Office Location:** Cambridge, MA

**Total number of students requested:** 2

**Of that number, how many are returning students?** 0

**Responsibilities:**

The Admissions office is seeking assistance with admissions specific call project, email campaigns, filing and general office support. Outgoing calls will be made on a daily basis to prospective inquiries and applicants to confirm event RSVPs, previous or current interest in a program, and other calls as needed.

Work study students will also be responsible for answering the Cambridge Admissions main line and disseminate information or counselor contact information as needed by caller.

**Special Skills or Qualifications:**

- Needs to speak professionally and be courteous on the phone as well as in person
- Punctuality and reliability are key to this position
- Ability to work on multiple projects at a time and adaptable to the cycle of admissions

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

- Position will be 20-25 hours per week between the hours of 9am-7pm (hours are flexible)