



## EMPLOYER WORK-STUDY REQUEST

**Department Name:** IT

**Supervisor/Contact Name** Angie Hunt

**Phone/Extension** 1261

**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?** 0

**Responsibilities:** Assist with the Cambridge College IT Department's Helpdesk Operations by answering phone calls, entering helpdesk requests into the work queue, and assisting students, faculty, and staff with general helpdesk inquiries. Assist with inventory control through troubleshooting equipment, organizing storage areas.

**Special Skills or Qualifications:** Familiar with Microsoft Windows and Microsoft Office Suite of products. Able to lift 25lbs and push equipment carts up to 50lbs.

**Please indicate if there are special hours a student would need to be available or special physical requirements that need to be met:** The IT Department is seeking one position for the part time afternoon shift Monday through Friday of 4:00 pm to 8:00 pm and one part time position for the morning hours of 9:00 am to 5:00 pm. Hours may vary depending upon your class schedule.