



## EMPLOYER WORK-STUDY REQUEST

Department Name: **Admissions Operations**

Supervisor/Contact Name: **Trenee Williams**

Email: **trenee.williams@cambridgecollege.edu**

**Office Location should be marked:**

Cambridge, MA   x  

Lawrence, MA       

Ontario, CA       

**Off Campus Location:**

Total number of students requested: **1**

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

Responsibilities:

- **The work study student will help the admissions operations staff with clerical work, including filing, data entry, internet research, and any other work as needed.**

Special Skills or Qualifications:

- **Excellent social skills**
- **Basic computer skills**
- **Conscientious and detail-oriented**
- **Enthusiastic**
- **Willing to learn**

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

- **The student should be able to lift and move boxes.**