EMPLOYER WORK-STUDY REQUEST

Department Name: Financial Aid Office

Supervisor/Contact: Name: Marie Annylusse

Email: marie.annylusse@cambridgecollege.edu

Office Location:

Cambridge, MA

Off Campus Location:

Total number of students requested: 1

Of that number, how many are returning students? 1

Responsibilities:

Clerical responsibilities such as, filing, mail postings, assisting staff when needed

Special Skills or Qualifications:

Microsoft Office Skills

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

Looking for student who can commit to at least 10 hours a week. Student should be able to lift 5lb boxes if necessary.