WORK-STUDY REQUEST

Department Name: The Office of Academic Affairs

Supervisor/Contact Name: Mrs. Irum Zehra Rashid

Phone/Extension: 1228

Office Location: Cambridge, MA

Total number of students requested: 1

Of that number, how many are returning students? 0

Responsibilities:
• Handle confidential and sensitive documents
• 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

Please indicate if there are special 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