



EMPLOYER 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: 2

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