



EMPLOYER WORK-STUDY REQUEST

Department Name: School of Management

Supervisor/Contact Name: Cynthia Lingley

Phone/Extension: 617-873-0288

Office Location should be marked:

Cambridge, MA

Lawrence, MA

Springfield, MA

Augusta, GA

Chesapeake, VA

San Juan, PR

Ontario, CA

Memphis, TN

Total number of students requested: 1

Of that number, how many are returning students?

Responsibilities:

- Assist with preparation for new student orientations. Copying, preparing orientation folders, event set-up, etc.
- Organizing and documenting ILPs.
- Creating and/or maintaining various documents; SOM faculty and staff phone lists, mailing lists, internal forms.
- Assist with processing of Writing, Math and Computer assessments. Organizing and copying assessments, documenting results.
- Maintaining classroom supplies.
- Assist with filing, mailings and other office tasks.

Special Skills or Qualifications:

- Strong computer skills. Knowledge of Microsoft Word 2007 and Excel and the ability to use the internet for research purposes.
- Good organizational skills.
- Motivated, professional attitude, dependable.

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

The School of Management Building is located at 17 Monsignor O'Brien Highway, across from the Science Museum and is accessible by both the Green and Red lines. There is currently free on-site parking for this position.