



# BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: 2022-2023

Name of Department Office (on campus): Admissions

Name of Organization (off-campus): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Title of Position: Student Worker – Reception, Virtual Help Desk, and Phone

Number of Students desired to fill this position: 5

Qualification(s) required (may attach additional statement):

Enrolled at BCCC for a minimum of 3 hours. Work-study may require more hours of enrollment to qualify

Responsibilities of Position: General reception at the front desk in Admissions, Serving as a host on the Virtual Helpdesk. Answering and transferring phone calls. Other duties as assigned

Number of hours per week (If unknown indicate that hours will vary). **Note: cannot exceed 20 hours per week:**

\_\_\_\_\_

Supervisor Name: Jade E. Borne

Back up Name(s): Dr. Brown, AVP Student Affairs

Address: \_\_\_\_\_

\_\_\_\_\_

Location: Liberty Campus Admissions

Phone Number(s): 410-462-7416

Email Addresses: jborne@bccc.edu

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**SPECIAL NOTE:** The Employment Authorization Form (EAF) will have the FWS student’s award amount and the number of hours a student should work each week. It is extremely important that the supervisor set the student’s work schedule so that the student will not exhaust his or her award. If the student works more than he or she is awarded, the Federal Aid Office will not pay the student. However, the student will still need to be paid out of your budget. \_\_\_\_\_ (supervisor’s initials).