

BCCC FEDERAL WORK-STUDY PROGRAM 2023 - 2024 POSITION REQUEST FORM

Name of Department Office (on campus): TRIO Student Support Services Program

Title of Position: Peer Mentor

Number of students desired to fill this position: 10

Qualifications required:

- Completion of one semester in the TRIO SSS Program
- Sophomore - Earned at least 30 credits
- Minimum 2.5 cumulative GPA
- Excellent interpersonal skills.
- Ability to work with students from diverse backgrounds

Summary of job description:

- Meet at least once a semester for mentoring activities that focus on academic and personal skill development
- Help students navigate the Panther Portal, Canvas, student e-mail, and the BCCC website.
- Identify the needs of participants and consult with the supervisor as necessary.
- Encourage the use of TRIO SSS support services and other campus resources.
- Participate in training to develop facilitation strategies, leadership skills, and a knowledge base of campus resources, and monthly meetings as required.
- Report on student successes and challenges to staff monthly.
- Assist with office duties as needed.

Number of hours per week Note: Varies but will not exceed 20 hours per week

Supervisor(s) Name: Dr. Leslie Jackson ljackson@bccc.edu, 410-462-8336

Academic Coordinator, Rasheedah Evans revans@bccc.edu 410-462-8339

Location: Liberty Campus, MNB, Suite 023

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 Financial Aid Office will not pay the student. However, the student will still need to be paid out of your office budget. ____ (supervisor's initial).

