 Supervisor Pin #\_302\_\_

**BCCC FEDERAL WORK-STUDY PROGRAM**

**2022-2023 POSITION REQUEST FORM**

Name of Department Office (on campus): Records & Registration Department

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

Mailing Address: 2901 Liberty Heights Ave, Balto., MD 21215

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Title of Position: Clerical Assistant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of students desired to fill this position: \_\_10\_\_\_\_\_\_

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

Must have filing experience, experience with Microsoft Office Software (Word, Excel), have excellent customer service skills and telephone etiquette. The student should also have at least a 2.5 or more Grade Point Average.

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Responsibilities of Position:

• Assist with processing office correspondence and bulk mailings

• Photocopying, document filing, and purging of documents based on department retention schedule

• Help with commencement/graduation mailing activities

• Mail student transcript requests and enrollment verifications

• Assist with front office coverage as needed

• Answer inquiries according to published institutional policies and procedures

• Complete other office-related duties or tasks as assigned

• Comply with student privacy regulations

The office hours are 8:30 a.m. to 5:00 p.m. on Monday, Thursday and Friday. On Tuesday and Wednesday the office hours are 8:30 a.m. to 7:00 p.m.

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Number of hours per week (If unknown indicate hours will vary) 20

Supervisor Name: Wendy Harris

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Back up Name(s): Nena Kutniewski, Sharon Stoddard

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Address: 2901 Liberty Heights Avenue

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Location: Main Building, Room 08 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Numbers: 410 462 8369 and 410 462 7777

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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 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).** |

Email Addresses: [\_ngarnes@bccc.edu](mailto:_ngarnes@bccc.edu), [sstoddard@bccc.edu](mailto:sstoddard@bccc.edu), [wharris@bccc.edu](mailto:wharris@bccc.edu) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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