**BCCC FEDERAL WORK STUDY PROGRAM**

**POSITION REQUEST FORM**

**2022-2023**

**Financial Aid Award Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Department Office (on campus): Client Services

Name of Organization (off-campus):

Mailing Address: 2901 Liberty Heights Ave.

Baltimore, MD 21215

**Title of Position:** **Student Audio/Visual Support Technician**

**Number of Students desired to fill this position: 2**

**Required Skills**

* Basic computer skills and knowledge

**Preferred Skills**

* Basic audio and video knowledge
* Customer Service Skills
* Basic PC and/or Mac knowledge
* Some PowerPoint Knowledge, or other presentation software

**Responsibilities of Position**

Students in the audio/visual tech position will work under the supervision of the Supervisor of Media Services. Students will be responsible for learning the following:

* Accurate A/V Set-up
* Learn how to become an event technician
* Learn how to troubleshoot issues
* Basic maintenance of all A/V equipment
* Learn how to assist with set up/breakdown

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

**20 hours per week**

Supervisor Name: Earl O Melvin

Back up Name(s): Melvin Frooks

Address: 3100 Towanda Ave.

Baltimore, MD 21215

Location: West Pavilion

Phone Number(s): 410-462-8235

Email Addresses: [emelvin@bccc.edu](mailto:emelvin@bccc.edu)

[mfrooks@bccc.edu](mailto:mfrooks@bccc.edu)

**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. \_\_\_DA\_\_ (supervisor’s initials).**