 Supervisor Pin #\_\_\_

**BCCC FEDERAL WORK-STUDY PROGRAM**

**2022 - 2023 POSITION REQUEST FORM**

Name of Department Office (on campus): Office of Admissions

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

Mailing Address: 2901 Liberty Heights Ave, Baltimore, MD 21215

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Title of Position: \_\_\_\_\_File Clerk/Greeter\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of students desired to fill this position: \_\_8\_\_\_

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

Ability to greet office visitors and callers. Pleasant speaking voice and willingness to learn the purpose and mission of Admissions & BCCC. Ability to present a positive image of BCCC to the community and meet students’ individual educational goals. Superior ability to alphabetize and keep confidentiality of admissions records. Above-average computer skills: Word, Excel, file management. Ability to write and relay accurate messages, ask clarifying questions to better understand and direct customers. Enthusiasm to help students navigate the enrollment process, not limited to Admissions Office tasks. Take initiative to indicate when supervisor’s directions cannot be followed or need clarification, identify workplace barriers. Bilingual preferred, but not required.

Responsibilities of Position:

Greet students; help students log in to computer systems & apply online; guide students to other offices in MNB; conduct general office duties including filing, copying, scanning, answering phones, messaging, scheduling appointments, maintaining office in a neat and orderly manner and responding to or assisting visitors with directions or other general information.

Number of hours per week (If unknown indicate hours will vary) May vary up to 20 Hrs/Week (8am – 5pm MRF, 8am – 7pm TW, 9am-1pm S)

Supervisor Name: \_\_\_\_\_Wanda Walker\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Back up Name(s): \_\_\_\_William N. Hug\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Address: 2901 Liberty Heights Avenue

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Location: Main Building, Room 002

Phone Numbers: (410) 462-8504

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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: \_\_wewalker@bccc.edu, wnhug@bccc.edu, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_