**BCCC FEDERAL WORK STUDY PROGRAM**

**POSITION REQUEST FORM**

**Financial Aid Award Year: \_\_\_\_2022-2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Department Office (on campus): Mayor’s Scholars Program

Name of Organization (off-campus):

Mailing Address: 2901 Liberty Heights Avenue

 Baltimore, MD 21215-7807

Title of Position: College Work Study

Number of Students desired to fill this position: 10

Qualification(s) required (may attach additional statement:

Strong written and verbal communication skills, the ability to maintain composure to communicate effectively with office staff, students and others who contact the office, strong problem-solving skills and great attention to detail, office experience with programs such as Microsoft & Excel and the ability to handle confidential information with discretion, violation of privacy laws will result in immediate termination.

Responsibilities of Position**:** Provide timely and professional customer service to the incoming office traffic. Resolve routine customer service issues, routing complicated issues to the appropriate staff member as needed.

Assist with food distribution for MSP summer bridge program (morning and afternoon)

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

**\_\_\_\_\_\_\_\_\_\_\_\_20 hours a week\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Name: Duane Norwood

**Back up Name(s):** Tania Williams

2901 Liberty Heights Avenue

**Address:** Baltimore, MD 21215-7807

**Location:** Main Building

**Phone Number(s):** 443-462-8306

**Email Addresses:** dnorwood@bccc.edu

taniawilliams9@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. (supervisor’s initials).**