**BCCC FEDERAL WORK STUDY PROGRAM**

**POSITION REQUEST FORM**

**Financial Aid Award Year: Fall 2022-2023 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Department (on campus): Facilities

Name of Organization (off-campus): N/A

Mailing Address: 2901 Liberty Heights Ave

 Baltimore, MD 21215

Title of Position: Construction Records Clerk

Number of Students desired to fill this position: 1

Qualification(s) required (may attach additional statement:

Gather electronic and hard copy construction and energy documents, organize, and file them according to an established organizational system.

Responsibilities of Position:

* Creating and maintaining a records management system.
* Performing data entry tasks.
* Updating existing records.
* Maintaining company archives.
* Basic filing.
* Cataloguing construction documents for facilities.
* Formulating a spreadsheet for multiple energy bills.
* Retrieving information from the filing system when requested.
* Maintaining up-to-date logs, including information about file changes or who has access.
* Scanning and uploading files to create digital copies of physical records.
* Processing and file copies of incoming and outgoing physical correspondence.
* Conducting routine verification to ensure integrity of the filing system
* Data entry skills, Microsoft Office
* Attention to detail
* Administration and organizational skills

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

 15 – 20 hours per week

Supervisor Name: Katherine Zurlage

Back up Name(s): Abdon Chica

Address: 2901 Liberty Heights Ave

 Baltimore, MD 21215

Location: Facilities

Phone Number(s): 443-792-1691

Email Addresses: kzurlage@bccc.edu

**Please attach a copy of the job description to this form.**

**SPECIAL NOTE: The Employment Authorization Form (EAF) will have the FWS student’s award amount and the number of hours that the student should work each week. It is extremely important that the supervisor set the student’s work schedule so that the student does not exhaust their 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 budget. \_\_\_\_\_ (supervisor’s initials).**