**BCCC FEDERAL WORK STUDY PROGRAM**

**POSITION REQUEST FORM**

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

Name of Department Office (on campus): Math and Engineering

Name of Organization (off-campus):

Mailing Address: 2901 Liberty Hts

Baltimore, MD 21215

Title of Position: Math tutor

Number of Students desired to fill this position: 6

Qualification(s) required (may attach additional statement:

\_A grade of A or B in most recent math class and a recommendation from a math faculty member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities of Position**: Tutor math students as needed.**

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

**\_\_\_10\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Name: Scott Saunders

**Back up Name(s):** Mildred Rodman **\_\_\_\_\_\_\_\_**

**Address:**  2901 Liberty Heights

Baltimore MD, 21215

**Location: Lsb 211**

**Phone Number(s): 410-462-8242**

**Email Addresses:**

**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).**