

## BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

**Financial Aid Award Year:** 2025-2026

Name of Department Office (on campus): \_\_\_\_\_

Name of Organization (off-campus): Elev8 Baltimore

Mailing Address: 946 W. Patapsco Avenue

Baltimore, MD 21230

Title of Position: Academic Tutor Math/Reading

Number of Students desired to fill this position: 1

Qualification(s) required (may attach additional statement:

- Must be currently enrolled at Baltimore City Community College
- Must be approved for Federal Work-Study
- Strong proficiency in high school-level math and reading required
- Some college experience required
- Experience tutoring or working with adult learners preferred
- Familiarity with virtual and in-person learning tools is a plus
- Strong communication, patience, and interpersonal skills

Responsibilities of Position:

- **Provide academic support in high school-level math (including Algebra, Geometry, and foundational skills) and reading (including comprehension, analysis, and fluency)**
- **Facilitate individual and small group tutoring sessions based on student needs and availability**
- **Monitor student progress and communicate challenges or improvements with the Academic Advisor**
- **Assist students in developing effective study habits, test-taking strategies, and problem-solving skills**
- **Maintain accurate records of tutoring sessions and student attendance**
- **Support a positive and inclusive learning environment**

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

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SITE # \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Albert Phillips \_\_\_\_\_

Back up Name(s): \_\_\_\_\_ Noreen Smith \_\_\_\_\_

Address: \_\_\_\_\_ 946 W Patapsco Avenue \_\_\_\_\_  
\_\_\_\_\_ Baltimore, Md 21230 \_\_\_\_\_

Location: \_\_\_\_\_ South Baltimore Adult High School \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ 443-682-9403 \_\_\_\_\_

Email Addresses: \_\_\_\_\_ aphilips@elev8baltimore.org \_\_\_\_\_  
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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 Federal Aid Office will not pay the student. However, the student will still need to be paid out of your budget. \_\_\_\_\_(supervisor's initials).