

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: 210 W. 28th St

Baltimore, MD 21211

Title of Position: Program Assistant

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 - Some college experience required
- Experience working with youth or in a community-based setting preferred
- Strong organizational, communication, and interpersonal skills
- Familiarity with Microsoft Office and email communication tools
- Passion for youth development, workforce readiness, and community engagement
- Must be available to support daytime hours during the summer and after-school hours during the school year

Responsibilities of Position:

- **Organize and prepare materials for workshops, events, and career readiness sessions**
- **Send reminders and updates to students about upcoming sessions and program expectations**
- **Assist with student check-ins and track attendance and engagement**
- **Support students individually and in small groups to build core workforce skills such as resume writing, interview preparation, professional communication, and time management**
- **Collaborate closely with the Success Coordinator and Manager of Workforce Development and Older Youth Initiatives to support YouthWorks participants and other out-of-school-time youth**
- **Help coordinate field trips, guest speakers, and special projects**
- **Perform administrative tasks and other duties as assigned to ensure successful program delivery**

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

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: _____ aPhillips@elev8baltimore.org _____

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).