

## 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: Resource and Opportunity Specialist

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 in education, workforce development, case management, or community outreach preferred
- Familiarity with Microsoft Office tools, especially Excel, Word, and Outlook
- Strong communication and organizational skills
- Commitment to supporting adult learners and promoting equitable access to resources

Responsibilities of Position:

- **Conduct regular check-ins with students to identify needs related to housing, employment, healthcare, food access, and more**
- **Refer students to appropriate community resources and opportunities**
- **Collaborate with school staff, including the Academic Advisor and Program Manager, to coordinate support**
- **Organize events that center student needs, such as resource fairs, guest speaker visits, and information sessions**
- **Accurately document student interactions and referrals in spreadsheets and other tracking systems**
- **Maintain up-to-date knowledge of local resources and referral processes**
- **Support the school with outreach and engagement activities, as needed**

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: \_\_\_\_\_ aphilips@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).