**BCCC FEDERAL WORK STUDY PROGRAM**

**POSITION REQUEST FORM**

**Financial Aid Award Year: \_\_\_\_2023-2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Department Office (on campus): **\_\_\_Adult Basic Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Organization (off-campus):

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Position: **\_\_\_\_\_Office Assistant \_\_\_\_\_\_**

Number of Students desired to fill this position: (If you have desirable number) **\_\_\_\_\_\_**

**Qualification(s) required (may attach additional statement):**

1.Use office Computer 2. Follow directions/instructions 3. Excellent Customer service skills 4. Excellent interpersonal Relationship 5. Ability to transfer knowledge to peers.

Responsibilities of Position**:**

**-**Answering phone calls and forwarding calls to various departments, -Ability to sort documents, create files based on classifications, retrieve documents. - Ability to collect documents, label documents, and label files

-Ability to schedule meetings. -Handles routine office inquiries.

Number of hours per week (If unknown indicate that hours will vary).

**Note: cannot exceed 20 hours per week:**

Supervisor Name: **\_\_\_**Noah Grant**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Back up Name(s): **\_\_**\_Andrea Fricks

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: **\_\_**\_710 E Lombard St

**\_\_\_**Baltimore, MD 21202**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Location: **\_\_\_**Harbor Campus**\_\_\_\_\_\_\_\_\_\_\_\_**

Phone Number(s): **\_\_**\_410-986-5426**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Email Addresses: **\_\_\_**ngrant@bccc.edu**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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).**