 Supervisor Pin #\_\_\_

**BCCC FEDERAL WORK-STUDY PROGRAM**

**2022 - 2023 POSITION REQUEST FORM**

Name of Department Office (on campus): ABE/GED

Name of Organization (off-campus): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: 710 E Lombard Street

TABE/CASA tester/advisor, Administrative Assistant & Math tutor

Title of Position:

Number of students desired to fill this position: 3 (shared one with C-ESL)

Qualification(s) Required (may attach additional statement): Math, Business Management major and/or English/Communication major.

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Responsibilities of Position:

Be able to assist the Tester/Advisor to administer both the TABE & CASA assessments, provide administrative assistance by working on master’s schedule, assist the MIS in providing the audit reports and findings, work with the coordinators in setting up scheduled tutoring in math and RLA and assist the C-ESL with setting up tutoring sessions.

Number of hours per week (If unknown indicate hours will vary) 20

Supervisor Name: Darryl Rogers

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Back up Name(s): Instructional Specialist. -- ??

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Address: 2901 Liberty Heights Avenue

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Location: Main Building, Room 08 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Numbers:

410.986.5449

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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 Financial Aid Office will not pay the student.**  **However, the student will still need to be paid out of your office budget. \_\_\_\_\_ (supervisor’s initial).** |

Email Addresses: [drogers@bccc.edu](mailto:drogers@bccc.edu)

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