



Supervisor Pin/Site #333

BCCC FEDERAL WORK-STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: FY 19-20
Name of Department Office (on campus): Office of Student Life and Engagement
Name of Organization (off-campus): _____
Mailing Address: 2901 Liberty Heights Avenue
Main Bldg. 09H
Baltimore, MD 21215
Title of Position: Student Life & Engagement Assistant
Number of students desired to fill this position: 8 to 12
Qualification(s) required (may attach additional statement):

The applicant should have a friendly demeanor and be willing to learn new things and assist internal and external clients (students, faculty, staff and visitors). The applicant must have great telephone etiquette, be able to use a computer and standard office equipment. The applicant must also be a team player.

Responsibilities of Position:

This person will serve in a variety of capacities as needed in the Office of Student Life & Engagement, but not limited to the following: assisting the Administrative Assistant III, Student Life Advisor, and the Director. This person will monitor the game room which includes signing guests in and out of the area. This person will monitor the welcome desk, will have excellent customer service, and will provide general information to the students and visitor. This person will monitor the receptionist desk, answering the phone, take messages and forward to appropriate area and maintain security awareness. This person will also monitor the computer lab, making sure the student logs in properly and the student has no problems printing.

Panther Food Pantry: Supporting the mission of the pantry, attend a volunteer training, be familiar with the volunteer manual and all pantry policies and procedures, be punctual, dependable and reliable, follow basic-food safety guidelines, protect the confidentiality of pantry users, give the pantry supervisor at least 24 hours' notice if you can't make your shift, greet users with a friendly and welcoming attitude, assist user in packing food.

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

Hours May Vary

Supervisor Name: Michele Spears
Back up Name(s): Valerie Grays
Jeff White

Address: 2901 Liberty Heights Avenue
Room 09H
Baltimore, MD 21215

Location: Main Building, Student Life & Engagement

Phone Numbers: 410-462-8381 (M. Spears)
410-462-8391 (V. Grays)
410-462-8382 (J. White, Jr.)

Email Addresses: mspears@bccc.edu (Michele Spears)
vgrays@bccc.edu, (Valerie Grays)
jewwhite@bccc.edu, (Jeff White, Jr)

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. MS, VG, JW, AW (supervisor's initial).