**BCCC FEDERAL WORK STUDY PROGRAM**

**POSITION REQUEST FORM**

**Financial Aid Award Year: \_\_\_\_2022-2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Department Office (on campus): Public Safety

Name of Organization (off-campus):

Mailing Address: 2901 Liberty Heights Ave

Baltimore, Md 21215

Title of Position: Public Safety Internship

Number of Students desired to fill this position: 4

Qualification(s) required (may attach additional statement:

\_\_Must be 18 years of age or older, successful pass a standard employment Must be currently enrolled at BCCC. Must be in good academic and conduct standing. Must agree to complete required department trainings and job duties as assigned. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities of Position**:** Student intern responsibilities are limited to observing and reporting. Additionally, the intern will be trained to issue BCCC ID cards to students and staff.,

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

**\_Hours may vary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Name: Lt. Randy Kess

**Back up Name(s): Director Marshall T. Goodwin**

**Address: 2901 Liberty Heights Ave**

**Baltimore, Maryland 21215**

**Location: Room 58**

**Phone Number(s): 410-462-7700**

**Email Addresses: mgoodwin@bccc.ed**

**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. Mtg (supervisor’s initials).**