

## BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: 2023-2024

Name of Department Office (on campus): School Front Office

Name of Organization (off-campus): Medfield Heights Elementary School

Mailing Address: 4300 Buchanan Ave

Baltimore, MD 21211

Title of Position: Office Assistant

Number of Students desired to fill this position: 2 max

**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). **20**

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

Supervisor Name: Cathy O'Neill

Back up Name(s): Lilianna Mischke.

Address: 4300 Buchanan Ave

Baltimore, MD 21211

Location: Medfield Heights Elementary School

Phone Number(s): (410) 396-6460

Email Addresses: [cochiavacci@bcps.k12.md.us](mailto:cochiavacci@bcps.k12.md.us) (Cathy O'Neill)

[lmischke@bcps.k12.md.us](mailto:lmischke@bcps.k12.md.us) (Lilianna Mischke)

**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).