 Supervisor Pin #\_\_\_

**BCCC FEDERAL WORK-STUDY PROGRAM**

**2022 - 2023 POSITION REQUEST FORM**

Name of Department Office (on campus): \_\_Office of Internal Audits\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Mailing Address: 2901 Liberty Heights Ave, Baltimore, MD 21215

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Title of Position: \_\_\_\_\_Receptionists\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of students desired to fill this position: \_\_1\_\_\_\_\_\_

Qualification(s) Required (may attach additional statement):

Ability to greet office visitors and callers. Pleasant speaking voice and willingness to learn the purpose and history of internal auditing at BCCC.

Ability to relay accurate messages and schedule meetings from a printed calendart.

Responsibilities of Position:

General office duties including filing, phone answering and messaging, scheduling appointments, maintaining office in a neat and orderly manner and responding to or assisting visitors with directions or other general information.

Number of hours per week (If unknown indicate hours will vary) May vary up to 20 Hrs/Week (10am – 2pm)

Supervisor Name: \_\_\_\_\_Lyllis M. Green\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Back up Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Address: 2901 Liberty Heights Avenue

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Location: Main Building, Room 121B & 121C

Phone Numbers: (410) 462-8053

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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: \_\_Lgreen@BCCC.edu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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