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PCA # 01157

**BCCC FEDERAL WORK STUDY PROGRAM**

**2022 - 2023 POSITION REQUEST FORM**

Name of Department Office (on campus): Natural and Physical Sciences\_\_\_\_\_\_\_\_

Name of Organization (off-campus): Life Science Institute, UMB BioPark\_\_\_

Mailing Address: 801 W. Baltimore Street, 2nd floor\_\_\_\_\_

 Baltimore, Maryland 21201\_\_\_\_\_\_\_\_\_\_

Title of Position: Office Aide\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Students desired to fill this position: \_\_\_ONE\_\_\_

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

Any qualified student with at least 8 college credits, preferably with a B or higher letter grade in any of the science courses.

Responsibilities of Position: \_\_\_\_\_\_\_\_\_\_\_\_\_Please see job description attached below\_\_\_\_\_\_\_\_\_\_\_

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

Hours will vary but not to exceed 20 hours per week\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: Gillespie, Kathleen kgillespie1@bccc.edu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Back up Name(s): 1. Paraskevoudaki, Frederick FParaskevoudaki@bccc.edu

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Address: 801 W. Baltimore Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Baltimore, MD 21201\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Location: 2nd floor – Faculty Office Suite reception counter

Phone Number(s): 410-462 7610\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Addresses: kgillespie1@bccc.edu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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. \_JE\_\_\_\_ (supervisor’s initials).**

**BALTIMORE CITY COMMUNITY COLLEGE**

**JOB DESCRIPTION**

**Date:** October 25, 2022

**JOB DESCRIPTION**

**POSITION:** Office Aide

**Supervisor’s Title:** Biotechnology Program Coordinator

**Department:** Natural and Physical Sciences

**Division:** Academic Affairs

**DUTIES AND RESPONSIBILITIES:**

**General Description:**

Individual will report to the Biotechnology Program Coordinator situated at the Biopark campus and be responsible for timely performance of routine and other assigned tasks.

**Essential Functions:**

1. Willingness to be trained, follow directions of supervisor, and adhere strictly to College and Department policies and procedures.
2. Answer telephone, screen callers, relay messages, greet visitors and deliver inter-office correspondences. Perform all other front desk functions.
3. Open, sort, screen mail and file as required. Pick up and deliver materials as required between Liberty Campus and Bio-Park location
4. Operate office equipment such as scanner, photocopier, and fax machine.
5. Ensure strict confidentiality of college. department and all other documents.
6. Assist Supervisor when needed with any other administrative duties.

**Administrative requirements:**

* Sign in and out in the daily log for attendance, write daily activities in lab logbook.
* Give at least 24-hour notice for any planned absence.
* For any unplanned absence, Call to inform supervisor/department Admin. Assistant.

**Education:**

Any qualified student with at least 8 college credits, preferably with a B or higher letter grade in any of the science courses.

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­**