**BCCC FEDERAL WORK STUDY PROGRAM**

**POSITION REQUEST FORM**

**Financial Aid Award Year: \_\_\_\_2024-2025\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Department Office (on campus): **BCCC Upward Bound Math and Science**

Name of Organization (off-campus): **BCCC Upward Bound Math and Science**

Mailing Address: **Baltimore City Community College**

**2901 Liberty Heights Ave Main 023**

**Baltimore, MD 21215**

Title of Position: **Student Assistant**

Number of Students desired to fill this position: **5**

Qualification(s) required (may attach additional statement:

* **Must be currently enrolled at Baltimore City Community College as a full-time or part-time student.**
* **Must be in good college standing both academically and financially.**
* **Maintain a minimum GPA of 2.5**
* **Basic proficiency in Microsoft Suite**
* **Strong communication and interpersonal skills**
* **Ability to work independently and as part of a team.**
* **Demonstrated reliability, responsibility, and a positive attitude**.

Responsibilities of Position**:**

* **Assist with general office tasks, including filing, data entry, and maintaining records.**
* **Provide support to students and parents by answering inquiries and directing them to appropriate resources.**
* **Help plan and execute departmental events, assist in preparing materials for communication, maintain supplies and equipment, support on-going projects, and perform additional tasks assigned to meet department’s goals.**

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

**\_Up to 20 hours per week.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Name:  **Latoria Shephard**

**Back up Name(s): Sherron Edwards, Nia Hawkins**

**Address: 2901 Liberty Heights Ave.**

**Baltimore, Md 21215**

**Location: UBMS Main Building 23**

**Phone Number(s): (410) 462- 8015**

**Email Addresses: lshephard@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. (supervisor’s initials).**