**BCCC FEDERAL WORK STUDY PROGRAM**

**POSITION REQUEST FORM**

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

Name of Department Office (on campus): Library and Learning Commons

Name of Organization (off-campus): N/A

Mailing Address: 2901 Liberty Heights Avenue

Baltimore, MD

Title of Position: Library Student Worker

Number of Students desired to fill this position: 5

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

Applicants must be mature and able to work independently with minimal supervision. Punctuality and attendance are required.

Responsibilities of Position**: Support the Library staff with various library operations including checking items out at the circulation desk; assisting patrons with printing; overseeing study rooms; supporting weeding and inventory projects; and building displays.**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Name: Dr. Elizabeth Van Pate, Library Director.

Back up Name(s):Aaron Blickenstaff, Circulation Manager

**Address:** 2901 Liberty Heights Avenue

Baltimore, MD

**Location:** Liberty Campus

**Phone Number(s):** 410-209-2287

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