

SITE # \_\_\_\_

**BCCC FEDERAL WORK STUDY PROGRAM**

**POSITION REQUEST FORM**

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

Name of Department Office (on campus): Central Office

Name of Organization (off-campus): Hit Me With Music Foundation, Inc.

Mailing Address: 4025 Eastern Ave

Baltimore, MD 21224

Title of Position:  **Office Assistant**

Number of Students desired to fill this position: 5 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 management, -Ability to sort documents, create files based on classifications, retrieve documents. - Ability to collect documents, label documents, and label files -Ability to schedule meetings. -Assistance with social media. -Handles routine office inquiries.

Number of hours per week (If unknown indicate that hours will vary).  **12-20 Note: cannot exceed 20 hours per week:**

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| Supervisor Name: | **\_Kierah Thompson\_\_\_\_\_\_\_** |
| Back up Name(s):  Address:  Location:  Phone Number(s):  Email Addresses: | **\_Nkechi Springs**\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4025 Eastern Ave  Baltimore, MD 21224  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Hit Me With Music Foundation, Inc.** (opportunity to host at local elementary/middle schools)  **301-648-0858**  **kierah.t@hmwmfoundation.org** |

