

 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 AveBaltimore, MD 21224\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Hit Me With Music Foundation, Inc.** (opportunity to host at local elementary/middle schools) **301-648-0858****kierah.t@hmwmfoundation.org** |

