

BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: 2024-2025

Name of Department Office (on campus): **Student Support & Wellness**

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

Mailing Address: 2901 Liberty Heights Avenue, Suite 260
Baltimore, MD 21215

Title of Position: Student Support & Wellness Services (SSWS) Student Worker

Number of Students desired to fill this position: 2 ____

Qualification(s) required (may attach additional statement:

Fully Knowledgeable about confidentiality as it pertains to working with others. The ability to work independently and remain professional at all times. Must be mature

Responsibilities of Position: Support the SSWS staff with various operations & tasks inclusive of preparation and setting up campus wide presentations/workshops. Assist with office assistant duties (answering phones, greeting guests, organizing files, and other similar duties as assigned.

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

Supervisor Name: Brian Taltoan, LCPC

Back up Name(s): Cortney Merritt, LMSW

Address: 2901 Liberty Heights Avenue
Main Building, Suite 260
Baltimore, MD 21215

Location: Liberty Campus

Phone Number(s): 410-462-2366

Email Addresses: counseling@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).