BALTIMORE CETV COMMUNITY COLLEGE

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FAO SITE 

# BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

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| Name of Department Office (on campus): | Disability Support Services Center |

 Financial Aid Award Year: 2022/2023

Name of Organization (off-campus):

 Mailing Address: 2901 Liberty Heights Avenue

Baltimore, Maryland 21215

Main Building 023



Title of Position: Note Taker / Scribe / Office Support



Number of Students desired to fill this position: 5



Qualification(s) required (may attach additional statement:

**GPA of 2.0 or higher, must have completed all developmental courses, excellent writing skills, good interpersonal skills, good communication skills both verbal and written, proficiency with computer software, ability to perform tasks related to customer care, filling, providing office support, etc.**

Responsibilities of Position:

**Attend classes for students needing Note Takers / Scribe and take notes for them. Attend classes consistently and on time, and then provide copy of notes to the students. In addition, some help may be solicited for office support which entails filing, answering telephones, data entry, processing forms and works to maintain student’s confidential documents.**

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

**Hours will vary**



Supervisor Name: Dr. Bryan Miller

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| Back up Name(s): |  |

Address: 2901 Liberty Heights Avenue

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| --- | --- |
| Location: | Main Building 023 |
| Phone Number(s): | 410-462-8589 |
| Email Addresses: | bmiller@bccc.edu |

Baltimore, MD 21215

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| 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 r she is awarded, the Federal Aid Office will not pay the student.  However, the student will still need to be paid out of your budgetupervisor's initials). |