Supervisor Pin # 0340

**BCCC FEDERAL WORK-STUDY PROGRAM**

**POSITION REQUEST FORM**

Name of Department Office (on campus): **Promise Academy**

Name of Organization (off-campus):

Mailing Address:

Title of Position:

# 2901 Liberty Heights Avenue

Baltimore, MD 21215 **Office Assistant**

Number of students desired to fill this position: 1

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

* High School Diploma or equivalent
* Business College training an advantage
* previous office experience may be requested but this is also an entry level position
* competent computer skills including MS Office or equivalent
* internet skills including use of e-mails, group messaging and information gathering
* numerical and literacy skills

Responsibilities of Position:

* answer phones, transfer to the appropriate staff member, take and distribute messages
* greet public and clients and direct them to the correct staff member
* monitor incoming emails and answer or forward as required
* prepare outgoing mail for distribution
* faxing, scanning and copying of documents
* maintain office filing and storage systems
* update and maintain databases such as mailing lists, contact lists and client information
* retrieve information when requested
* type documents, reports and correspondence
* co-ordinate and organize appointments and meetings
* assist with event planning and implementation
* monitor and maintain office supplies
* perform work related errands as requested
* Enhances the Promise Academy’s reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

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

# **20 hours per week Hours are between: 8am – 5pm, Monday, Thursday & Friday; Tuesday & Wednesday, 8am-5pm**

Supervisor Name: Back up Name(s): Address: Location:

Phone Numbers: Email Addresses:

# Patricia Edwards

2901 Liberty Heights Avenue MNB 155

(410) 209-2280

pedwards@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 Financial Aid Office will not pay the student.**

**However, the student will still need to be paid out of your office budget.\_\_\_\_\_\_ (supervisor’s initial).**