**BCCC FEDERAL WORK STUDY PROGRAM**

**POSITION REQUEST FORM**

**Financial Aid Award Year: \_\_\_\_2023-2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Department Office (on campus): English Humanities, Visual & Performing Arts (Office 164A)

Name of Organization (off-campus): Baltimore City Community College

Mailing Address: 2901 liberty Heights Ave, Baltimore, Maryland 21215

Title of Position: Visual Arts Department Assistant

Number of Students desired to fill this position: 2

Qualification(s) required (may attach additional statement:

Good people skills, Interested in art, Good at management, Flexible, Works well with others/teamwork, Basic with graphics on the computer, Good on Time management, Organized, Proficient in office skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities of Position**: The student will assist in art gallery and showcase duties. Occasional classroom duties as well, & additional duties leading up to showcases. The student may occasionally need to speak with other departments to organize events for the department showcases. They may need to produce and distribute flyers.**

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

**\_\_\_20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Name: Tamara Payne Visual Arts Coordinator

**Back up Name(s): Associate Dean Tony McEachern**

**Address: Office 164 A, 2901 Liberty Campus**

**Location: 164 A**

**Phone Number(s): 401 462-7619**

**Email Addresses: tpayne@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. TP. (supervisor’s initials).**