

Supervisor Pin #

**BCCC FEDERAL WORK-STUDY PROGRAM**

 **POSITION REQUEST FORM**

Name of Department Office (on campus): Testing Center

Name of Organization (off-campus):

Mailing Address:

Title of Position: 2901 Liberty Heights Avenue

 Baltimore, MD 21215 Testing Center Assistant

Number of students desired to fill this position: 1

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

* Detailed Oriented
* Capable of working and multi-tasking independently
* Punctual and reliable
* Experience working in an office environment
* Ability to maintain professional relationships
* Strong verbal and written communication skills
* Ability to handle sensitive and confidential information/situations with discretion

Responsibilities of Position:

The Testing Center Assistant will assist with clerical, technical and office duties. The assistant will provide quality customer service to all individuals whether it is in-person or via telephone. Testing Center Assistant will assist with additional duties as assigned by the supervisor.

Number of hours per week (If unknown indicate hours will vary): up to 20 hours per week

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

Phone Numbers: Email Addresses:

#  Natasha Williams

 2901 Liberty Heights Avenue MNB 057

 (410) 462-7485

 Nwilliams3@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. NW(supervisor’s initial).**