



Supervisor Pin #334

BCCC FEDERAL WORK-STUDY PROGRAM 2025 - 2026 POSITION REQUEST FORM

Name of Department Office (on campus): TRIO Student Support Services Program

Title of Position: Peer Tutor

Number of students desired to fill this position: 2

Qualifications Required:

- Completion of one semester in the TRIO SSS Program
- Sophomore, Earned at least 30 credits; Minimum 3.0 cumulative GPA
- B or higher in the subject you want to tutor: Math, English, or Science
- Excellent interpersonal and communication skills
- Ability to work with students from diverse backgrounds
- Patience, professionalism, and strong mentoring ability

Summary of Job Description:

- Provide individual or small group tutoring in subjects such as Math, English, or Science
- Assist students with understanding course material, assignments, and key academic concepts
- Help students develop effective study strategies, problem-solving techniques, and test preparation skills
- Encourage independent learning and academic confidence
- Identify areas where students need additional support and communicate concerns to the supervisor
- Maintain records of tutoring sessions and student progress
- Participate in required tutor training sessions and meetings
- Encourage students to use TRIO SSS and other campus academic support resources

Number of hours per week: Available **2–3 days per week**, not to exceed **20 hours per week**

Supervisor(s) Name: Rasheedah Evans revans@bcc.edu 410-462-8339

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. RE (supervisor's initial).

Location: Liberty Campus, MNB, Suite 023