

BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: 2026-2027

Name of Department Office (on campus): Office of Student Life and Engagement

Name of Organization (off-campus): n/a

Mailing Address: 2901 Liberty Heights Ave.

Room 09H Main Building

Baltimore, Maryland 21215

Title of Position: Student Assistant (Generalist)

Number of Students desired to fill this position: 8 -10

Qualification(s) required (may attach additional statement:

The applicant should have a friendly demeanor and be willing to learn new things and assist internal and external clients (students, faculty, staff and visitors). The applicant must have great telephone etiquette, customer service skills, be able to use a computer and standard office equipment. The applicant must also be a team player and be able to lift a minimum of 20 lbs.

Responsibilities of Position: This person will serve in a variety of capacities as needed in the Office of Student Life & Engagement but not limited to the following: assisting the Student Life and Engagement staff (Office Specialist, Coordinator and Assistant Dean). This person will staff/monitor the Student Center/Game Room, spaces in the Creative Commons, and the BCCC Food Pantry which includes signing guests in and out of the areas. This person will make sure that all areas are maintained in a clean, orderly and safe manner. This person will assist with the setup, breakdown and other duties as needed for scheduled events. This person, when needed, will monitor receptionist desk areas by checking IDs, answering the phone, taking messages and forwarding to appropriate areas and maintaining security awareness. This person will also be expected to provide excellent customer service to all internal and external clients in person and via telephone, providing general information to students, faculty, staff, and visitors.

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

hours will vary

Supervisor Name: Valerie Grays vgrays@bccc.edu

Back up Name(s): Victoria Fuller vfuller1@bccc.edu

Dr. Phillip Gatling, Jr. pgatling@bccc.edu

SITE # _____

Address: _____ 2901 Liberty Heights Ave. _____
_____ Room 09H Main Building _____
_____ Baltimore, Maryland 21215 _____

Location: _____ Room 09H Maon Building _____

Phone Number(s): _____ 410-462-8391 _____

Email Addresses: _____ vgrays@bccc.edu _____
_____ Studentlife@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. _____ (supervisor's initials).