

BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: 2026-2027

Name of Department Office (on campus): Testing Center

Name of Organization (off-campus): _____

Mailing Address: _____

Title of Position: Testing Center Assistant

Number of Students desired to fill this position: 4

Qualification(s) required (may attach additional statement:

- Must be eligible for the Federal Work-Study (FWS) Program and enrolled in good academic standing.
- Strong customer service, communication, and organizational skills.
- Basic computer proficiency (Microsoft Office and email).
- Ability to maintain confidentiality and uphold testing security standards.
- Dependable, detail-oriented, and able to work independently and as part of a team.
- Willingness to complete training and become a **certified Testing Center Proctor**.

Responsibilities of Position (see attached):

Number of hours per week: 20

Supervisor Name: Natasha Williams, Director of Testing

Back up Name(s): Shaquitta Jones-Hembrick, Testing Coordinator

Address: 2901 Liberty Heights Avenue
Baltimore MD 21215

Location: Main Building, Room 057

Phone Number(s): Director of Testing: 410-462-7485

Testing Center: 410-462-7666

Email Addresses: Director of Testing: nwilliams3@bccc.edu

Testing Center: testcenter@bccc.edu

SITE # _____

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).