

BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: 2026-2027

Name of Department Office (on campus): Library and Learning Commons

Name of Organization (off-campus): N/A

Mailing Address: 2901 Liberty Heights Avenue
Baltimore, MD 21215

Title of Position: Library Student Worker

Number of Students desired to fill this position: 5

Qualification(s) required (may attach additional statement:

- Customer Service
- Attention to Detail
- Organizational Skills
- Punctuality
- Teamwork

Responsibilities of Position: Assist the Library staff with various library operations including checking items out at the circulation desk; patron assistance; booking/managing study rooms; supporting weeding and inventory projects; and creating displays; information guidance; directional assistance; shelf reading and straightening; data entry; phone support

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

Up to 20 hours per week

Supervisor Name: Aaron Blickenstaff, Circulation Manager

Back up Name(s): Jim Lynch, Coordinator of Collection Development

Address: 2901 Liberty Heights Avenue
Baltimore, MD 21215

Location: Liberty Campus

Phone Number(s): 410.462.2843

Email Addresses: ablickenstaff@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).