

BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: 2026-2027

Name of Department Office (on campus): Admissions

Name of Organization (off-campus): _____

Mailing Address: Main Building

2901 Liberty Heights Avenue

Baltimore, MD 21215-7807

Title of Position: Admissions Student Worker

Number of Students desired to fill this position: 6

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

Responsibilities of Position:

- Conduct guided campus tours for prospective students, families, and visitors.
- Provide friendly customer service, telephone assistance, and front desk support.
- Assist students with basic application questions, portal access, and admissions steps.
- Complete clerical duties, including filing, scanning, copying, and organizing documents.
- Enter and update student information accurately in approved college systems.
- Prepare and organize recruitment materials, information packets, event supplies, and promotional items.

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

Supervisor Name: Dr. Kani Bassey

Back up Name(s): Admissions Specialist

Office Specialist

Address: Main Building

2901 Liberty Heights Avenue

Baltimore, MD 21215-7807

Location: Main Building, Room 07B-1

Phone Number(s): 410-462-1296

Email Addresses: ebassey@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).