

SITE # _____

BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: 2026-2027

Name of Department Office (on campus): Student Success Center

Name of Organization (off-campus): _____

Mailing Address: 2901 Liberty Heights Ave. Main Building 020 Baltimore, MD 21215

Title of Position: Student Success Ambassadors

Number of Students desired to fill this position: 7

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

Responsibilities of Position: Receptionist for the front desk to welcome visitors; assist with student sign-in for advising service; monitor waits and communicating with advisors to help direct students; answering telephone and providing general information or referrals; assist with departmental programming; assisting students with the Catalog, Schedule of Classes, Academic Calendar and/or Panther Portal; tabling and/or greeting persons at information/welcome areas of the campus; creating student handouts; posting or removal of flyers/posters; other duties as assigned by the Director.

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

Supervisor Name: Elexis DeGale

Back up Name(s): _____

Address: 2901 Liberty Heights Ave. Main Building 020 Baltimore, MD 21215

Location: MNB 020K

Phone Number(s): (410)462-8051

Email Addresses: edegale@bccc.edu

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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. ED__(supervisor's initials).