

BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: 2026-2027

Name of Department Office (on campus): Records and Registration

Name of Organization (off-campus): _____

Mailing Address: Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, MD. 21215

Title of Position: Federal Work Study Office Assistant

Number of Students desired to fill this position: 6

Qualification(s) required (may attach additional statement:

- Strong customer service and interpersonal skills.
- Ability to communicate professionally in person, by telephone, and through email.
- Basic proficiency in Microsoft Office Suite (Word, Excel, Outlook, and Teams) or demonstrated computer literacy.
- Ability to organize, alphabetize, and maintain confidential records accurately.
- Dependable, punctual, and able to work independently with minimal supervision.
- Ability to multitask in a fast-paced office environment while maintaining attention to detail.
- Must have a 2.0 Grade Point Average (GPA).

Responsibilities of Position:

- Greet and assist students, faculty, staff, and visitors in a courteous and professional manner.
- Answer and direct incoming telephone calls and acquire accurate messages.
- File, organize, and maintain office records using alphabetical and numerical filing systems.
- Assist with scanning, copying, printing, and other general office duties.
- Perform data entry and utilize Microsoft Office applications to prepare documents, spreadsheets, and correspondence.
- Provide general administrative support to departmental staff.
- Maintain the organization of office workspaces and supplies.
- Assist with special projects as assigned.
- Perform other duties as assigned.

SITE # _____

- Must maintain a 2.0 or above Grade Point Average (GPA) each semester.

Number of hours per week (20 hours per week). **Note: cannot exceed 20 hours per week:**

Supervisor Name: Karen McCray
Back up Name(s): Wendy Harris
Nena Kutniewski
Address: 2901 Liberty Heights Avenue
Baltimore, MD. 21215

Location: Liberty Campus Main Building Room 08
Phone Number(s): 410-462-7777
Email Addresses: registrar@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).