

BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: 2026-2027

Name of Department Office (on campus): Natural & Physical Sciences

Name of Organization (off-campus): _____

Mailing Address: 2901 Liberty Heights Ave. _____

Life Science Bldg. 3rd floor, Rm 308, Baltimore, MD 21215

Title of Position: Science Lab Aide for both campus: Liberty Campus and BioPark

Number of Students desired to fill this position: 5

Qualification(s) required (may attach additional statement:

Student must have completed and passed any of the Science courses at the college with a Letter Grade of at least a 'C' Grade, Grade B and higher is preferred, past work experience in a science lab will be advantageous.

Responsibilities of Position: (See attached detailed JD)

- Read and follow the lab manual instructions (SOPs) for each lab session
- Follow the directions for each lab, prepare and set up materials and equipment for laboratory experiments on daily basis
- Prior to each lab session and based on the requirements for each lab, obtain equipment and supplies
- To ensure adequate supplies and material institute appropriate means of inventory monitoring/ control
- Maintain labs in a clean, disinfected and orderly manner / Assist with Green house maintenance.

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

Supervisor Name: Assoc. Dean – Dr. A. Malaki

Back up Name(s): Course facilitators/Lab Technician - TBA

Address: 2901 Liberty Heights Ave. _____

Life Science Bldg. 3rd floor, Rm 308

Baltimore, MD 21215

Phone Number(s): 410-462 7652

Email Addresses: amalaki@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).