

SITE # _____

BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: 2026-2027

Name of Department Office (on campus): _____

Name of Organization (off-campus): Mary Ann Winterling Elementary

Mailing Address: 26 N. Fulton Ave.

Baltimore MD 21223

Title of Position: _____

Number of Students desired to fill this position: 10

Qualification(s) required (may attach additional statement:

Students pursuing a career in education, social work, youth development, and criminal justice.

Responsibilities of Position: Work Study students will assist teachers in the classroom, support with small group instructions, support with SEL activities, and assist with the climate and culture goals of the school

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

20 hours

Supervisor Name: Michael Schaffer

Back up Name(s): Jason Poknis

Address: 220 N. Bentalou St.

Baltimore MD. 21223

Location: Mary Ann Winterling Elementary School

Phone Number(s): 443-642-5203 or 443-680-7583

Email Addresses: michael_schaffer@bshsi.org

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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. _____(supervisor's initials).