

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): Hit Me With Music Foundation

Mailing Address: 4025 Eastern Ave

Baltimore, MD 21224

Title of Position: Administrative and Child Care Assistant

Number of Students desired to fill this position: 2-3

Qualification(s) required (may attach additional statement: Applicants must be dependable, punctual, organized, and able to follow directions and maintain confidentiality. Candidates should have strong communication skills, basic computer and office skills, patience when working with children, and the ability to respond appropriately to safety and behavioral concerns. Preferred: Someone with child care background and/or experience with children with disabilities.

Responsibilities of Position: Responsibilities include filing records, assisting with billing and paperwork, organizing office materials, and providing general administrative support. In the child care area, the student will assist with supervision, safety, homework, activities, positive behavior support, cleaning, and maintaining an orderly environment.

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

Hours can vary but looking for 10-15

Supervisor Name: Erin Keenan

Back up Name(s): Kosi Obeleagu

Nkechinyere Springs

Address: 4025 Eastern Ave

Baltimore, MD 21224

Location: Hit Me With Music Office

Phone Number(s): 301-648-0858

Email Addresses: info@hmwmfoundation.org

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. EK (supervisor's initials).