



Supervisor Pin # _____

BCCC FEDERAL WORK-STUDY PROGRAM 2022 - 2023 POSITION REQUEST FORM

Name of Department Office (on campus): Procurement

Name of Organization (off-campus): _____

Mailing Address: 2901 Liberty Heights Ave, Baltimore, MD 21215

Title of Position: Associate Procurement Specialist

Number of students desired to fill this position: 1

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

Microsoft Office proficient specifically in excel and word

Responsibilities of Position: **Learn how to become a Government Buyer for the State**

Position will assist the Director of Procurement and staff in administrative aspects of purchasing this includes but learning how to obtain quotes for services and commodities, compiling and reconciling data for monthly transactions, follow-up with vendors and outstanding purchases made by the College for its operations and students, and researching and validating information.

Number of hours per week (If unknown indicate hours will vary): 20

Supervisor Name: Anna Lansaw

Back up Name(s): Corelethia Braxton

Address: 2901 Liberty Heights Avenue

Location: Administration Building, Suite 239

Phone Numbers: 410-209-2378

Email Addresses: alansaw@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 Financial Aid Office will not pay the student. However, the student will still need to be paid out of your office budget. _____ (supervisor's initial).