



Supervisor Pin # 329

BCCC FEDERAL WORK-STUDY PROGRAM 2014 - 2015 POSITION REQUEST FORM

Name of Department Office (on campus): IT Services: Main 055 Open Computer Lab

Name of Organization (off-campus): _____

Mailing Address: _____

Title of Position: Computer Lab Assistant

Number of students desired to fill this position: 10

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

Basic knowledge of computer hardware and software

Responsibilities of Position:

Assist students in signing in and out of the Computer Lab

Assist students with login on to the computers

Assist students with logging on to Blackboard, Student Portal, and BCCC network drives

Assist students with Microsoft Office documents

Assist in keeping the Computer labs organized.

Assist in maintaining the computer hardware and software in the Computer Labs.

Assist in the inventory of computer equipment in the labs, assisting in the surplus of computer equipment

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

Supervisor Name: Leo A. Johnson, Jr

Back up Name(s): Denise Williams, Joe Wormley

Address: 2901 Liberty Heights Avenue, Baltimore, MD 21215

Location: Main 055 Open Computer Lab

Phone Numbers: 410 462 7411 and 410 462-7659

Email Addresses: Ljohnson@bcc.edu; dmwilliams@bcc.edu; jwormley@bcc.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. LJ (supervisor's initial).