



Supervisor Pin # 333

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

Name of Department Office (on campus): Office of Student Life

Mailing Address: 2901 Liberty Heights Avenue

Baltimore, MD 21215

Title of Position: Generalist (Floater)

Number of students desired to fill this position: 1

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

The applicant should have a friendly demeanor and be willing to learn new things. Must be a team player. High school diploma or equivalent.

Responsibilities of Position:

This person will fill in any area that is vacant (office assistant or game room monitor) or where needed per the request of any Student Life staff member. This person will also be able to lift a maximum of 25 pounds as we constantly have events and activities which would require lifting and carrying items.

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

Supervisor Name: Valerie Grays (vgrays@bccc.edu)

Back up Name(s): Aisha M. Heyward (amatthews-heyward@bccc.edu)

Carlos Muhammad (cmuhammad@bccc.edu)

Address: 2901 Liberty Heights Avenue

Location: MNB 09H

Phone Numbers: 410- 462-8391 (Valerie Grays) and Aisha Heyward 410-462-8381

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. VG (supervisor's initial).



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Title of Position: Office Assistant

Number of students desired to fill this position: 2

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

The applicant should have a friendly demeanor and be willing to learn new things and assist internal and external clients (students, faculty and staff). Must be a team player. High school diploma or equivalent.

Responsibilities of Position:

This person will fill assist the Administrative Assistant in all clerical, technical and office duties.

This person will also be expected to provide quality customer service to all internal and external clients in person or via telephone. This person will also be able to lift a maximum of 25 pounds as we constantly have events and activities which would require lifting and carrying items.

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

Supervisor Name: Valerie Grays (vgrays@bcc.edu)

Back up Name(s): Aisha Matthews Heyward (amatthews-heyward@bcc.edu)

Carlos Muhammad (cmuhammad@bcc.edu)

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Name of Department Office (on campus): Office of Student Life

Mailing Address: 2901 Liberty Heights Avenue

Baltimore, MD 21215

Title of Position: Game Room Monitor

Number of students desired to fill this position: 1

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

The applicant should have prior graphic artist experience. The applicant should have a friendly demeanor but also have the ability to be forceful when needed. Must be a team player. High school diploma or equivalent.

Responsibilities of Position:

This person will provide all graphic art, design and flyer production for the Office of Student Life. This person will be expected to provide quality customer service to both internal and external clients. This person will also be able to lift a maximum of 25 pounds as we constantly have events and activities which would require lifting and carrying items.

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

Supervisor Name: Valerie Grays (vgrays@bccc.edu)

Back up Name(s): Aisha M. Heyward (amatthews-heyward@bccc.edu)

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Phone Numbers: 410- 462-8391 Valerie Grays and 410-462-8381 Aisha Heyward

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Title of Position: Game Room Monitor

Number of students desired to fill this position: 3

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

The applicant should have a friendly demeanor but also have the ability to be forceful when needed. Must be a team player. High school diploma or equivalent.

Responsibilities of Position:

This person will monitor the game room and provide all pool sticks, paddles and other material for usage in the game room. This person will also be expected to provide quality customer service to internal and external clients. This person will also be able to lift a maximum of 25 pounds as we constantly have events and activities which would require lifting and carrying items.

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

Supervisor Name: Norrine Harper (nthomas@bccc.edu)

Back up Name(s): Valerie Grays (vgrays@bccc.edu)

Address: 2901 Liberty Heights Avenue

Location: MNB 09H

Phone Number: Valerie Grays 410-462-8391 and Aisha Heyward 410-462-8381

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