 Supervisor Pin #\_\_\_

**BCCC FEDERAL WORK-STUDY PROGRAM**

**2022 - 2023 POSITION REQUEST FORM**

Name of Department Office (on campus): \_\_\_\_\_WDCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization (off-campus): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Title of Position: Data Analyst \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of students desired to fill this position: \_\_1\_\_\_\_\_\_

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

Proficient with excel, Knowledge and experience with other data analytics tools a plus(I.e Tableau), Communication Skills

Responsibilities of Position:

Assist in collecting and analyzing student data including but not limited to enrollments, retension, completion and certifications.

Prepare reports based on student data.

Provide other administrative as requested

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

Supervisor Name: \_\_Chuck Marquette\_\_\_\_\_\_\_\_\_\_\_\_

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Back up Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Address: 6764 Reisterstown Rd, Baltimore, MD\_\_\_\_\_\_\_\_\_\_\_\_

Location: Reisterstown Plaza Center\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Numbers:

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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 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).** |

Email Addresses: \_\_cmarquette@bccc.edu\_\_\_\_\_\_\_\_\_

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