**BCCC FEDERAL WORK STUDY PROGRAM**

**POSITION REQUEST FORM**

**Financial Aid Award Year: \_\_\_\_2023-2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Department Office (on campus): **Adult Basic Education\_\_\_\_\_\_**

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

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Position: **\_\_\_\_\_Federal Work Study - Community Service \_\_\_\_\_\_**

Number of Students desired to fill this position: (If you know please provide) **\_\_\_\_\_\_**

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

1.Use office Computer 2. Follow directions/instructions 3. Excellent Customer service skills 4. Excellent interpersonal Relationship 5. Ability to transfer knowledge to peers.

Responsibilities of Position**:**

Tutors will be responsible for tutoring 2-4 participants. Responsibilities include meeting with supervisor to review and prepare materials, tutoring/working with 2-4 participants in grade appropriate reading, coordinating, and working with other tutors and volunteers, documenting results of tutoring sessions, discussing strategies and results of tutoring with supervisor to maximize student progress.

Tutors work closely with supervisors to supervise activities for groups participating in afterschool programs.  May include:

* Provide support and assistance in a respective area of community service.
* Assist with various projects, activities or tasks related to community service.
* Provide excellent customer service to constituents.
* Utilize available resources to perform duties accordingly.
* Maintain regular and punctual attendance.

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

**Note: cannot exceed 20 hours per week:**

Supervisor Name: **\_\_**\_Noah Grant**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Back up Name(s): **\_\_\_**Andrea Fricks

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: **\_\_\_\_710 E Lombard St\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_Baltimore, MD 21202\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Location: **\_\_\_Harbor Campus\_\_\_\_\_\_\_\_\_\_\_\_**

Phone Number(s): **\_\_\_410-986-5426\_\_\_\_\_\_\_\_\_\_\_\_\_**

Email Addresses: **\_\_\_ngrant@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 Federal Aid Office will not pay the student. However, the student will still need to be paid out of your budget. (supervisor’s initials).**