**BCCC FEDERAL WORK STUDY PROGRAM**

**POSITION REQUEST FORM**

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

Name of Department Office (on campus): E-Learning

Name of Organization (off-campus):

Mailing Address: 2901 Liberty Heights Avenue

Room 108 MNB

Baltimore, MD 21215

Title of Position: E-Learning Assistant

Number of Students desired to fill this position: 1

Qualification(s) required (may attach additional statement:

* Self-starter with the ability to apply critical thinking skills to help resolve problems as they arise.
* Comfort using and working with many forms of technology including desktops, tablets and other mobile devices.
* Ability to learn on the fly and adapt to new situations
* Knowledge of the basics of digital interfaces, including Microsoft windows, apple IOS, android and chrome operating systems.
* Experience using the canvas LMS interface
* Knowledge of other ed tech tools such as lockdown browser, pearson mylab, and other e-text interfaces
* Skills in organization and proper file storage and maintenance
* Customer service experience working with clients one on one to solve problems

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* Knowledge of Adobe Creative Suite software
* Experience with film and video equipment and production techniques related to producing, filming, editing.

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Responsibilities of Position**:**

Peer to Peer technology support: Help students on a walk-in basis with canvas and other technology issues including, canvas logins, assignment submissions, general canvas interface questions, lockdown browser troubleshooting and other issues as they arise. 

Assistance in content creation: Student will assist the Coordinator of E-learning in scripting, shooting, editing and uploading instructional video content for the office of E-learning. This would include working in YouTube, editing captions, basic file organization and Maintenace and assisting during production of recorded media.

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

**\_\_hours may vary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Name: Brian Terrill

**Back up Name(s): Jamie Gillis**

**Chantelle Williams**

**Address:** 2901 Liberty Heights Avenue

Room 108 MNB

Baltimore, MD 21215

**Location:** E-Learning

**Phone Number(s): 410-209-2270, 410-462-8475, 410-462-7625**

**Email Addresses:** [**bterrill@bccc.edu**](mailto:bterrill@bccc.edu)

[**Jgillis1@bccc.edu**](mailto:Jgillis1@bccc.edu)**,** [**cwilliams2@bccc.edu**](mailto:cwilliams2@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. BLT (supervisor’s initials).**