

BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: 2023-2024

Name of Department Office (on campus): Nursing Department – School of Nursing and Health Professions

Name of Organization (off-campus): N/A

Mailing Address: Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, Maryland 21215

Title of Position: SNHP Ambassador & Content Creator

Number of Students desired to fill this position: 2-3

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

The Admissions Coordinator for the School of Nursing and Health Professions is seeking 2 to 3 qualified candidates who are artistically creative and tech savvy with experience in using Microsoft Office Suite and Adobe Creative Cloud.

Responsibilities of Position: The ideal candidates will report to the Admissions Coordinator for SNHP and will be assisting with creating and designing program-specific materials for distribution. General office duties include ensuring visitors sign in on the sign-in sheet, greeting and responding to prospective students with program-specific information as requested, answering phone calls and scheduling appointments. Performs other duties as assigned.

Number of hours per week (If unknown indicate that hours will vary). **Note: cannot exceed 20 hours per week:**
Hours are between 8:00 AM to 5:00 PM, Monday to Friday.

Supervisor Name: Shaneen McNamee

Back up Name(s): Dr. Courtney Ross, Ms. Dorothy Holley,
Dr. Ghazanfar Mahmood

Address: Baltimore City Community College – Liberty Heights
2901 Liberty Heights Avenue
Baltimore, Maryland 21215

Location: Nursing Building, Room 306B

Phone Number(s): 410-209-6045

Email Addresses: smcnamee@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. CR(supervisor's initials).