



UNIVERSITY OF MARYLAND  
SUMMER 2011/FALL 2011/SPRING 2012  
FEDERAL WORK-STUDY STUDENT REQUEST  
(Supervisor's On-line Orientation must completed)  
<http://www.umaryland.edu/fin/workstudy/index.html>

Could this work-site be considered as Community Service? Yes  No

UMB Department Office of External Affairs  
(Full Name of Department)

Off-Campus Agency \_\_\_\_\_  
(Full Name of Agency)

Address 620 West Lexington St

Telephone (410) 706-1678 Fax No. (410) 706-6330

Work Study Supervisor's Name Brian Sturdivant

Work Study Supervisor's Title Community Affairs Director

E-mail Address bsturdivant@umaryland.edu

Alternate Supervisor's Name Barbara Klein

Alternate Supervisor's Title Associate Vice President

E-mail Address bklein@umaryland.edu

Job Title Community Affairs Support Staff

Duties Set up and break down for meetings of the President's Outreach Council and it's work groups, record meeting minutes, follow-up with council members, arrange and participate in career development activities for k-12 partner schools, Assist community organizations in navigating the vast outreach resources of UMB schools and administrative areas.

Number of students requested to perform duties described above 1  
(Complete a separate request form for a job with different duties)

Completion of this request form does not guarantee the department/agency that Federal Work Study students will actually be referred. The person who signs this form must also sign the Job Certification Form and the biweekly payroll time sheets. If a student exceeds their maximum WS award, the supervisor's department is responsible for paying 100 percent of the over award.

601 W. Lombard St., Suite 221 \* Baltimore, Maryland 21201-1575 \* 410 706 7347 \* 410 706 0824 fax