



UNIVERSITY OF MARYLAND  
SUMMER 2012/FALL 2012/SPRING 2013  
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 School of Social Work Informatics  
(Full Name of Department)

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

Address 525 W. Redwood St, Baltimore, Md 21201

Telephone (410) 706-5112 Fax No. (410) 706-6046

Work Study Supervisor's Name David W Pitts

Work Study Supervisor's Title Assistant Dean for Informatics

E-mail Address dpitts@ssw.umaryland.edu

Alternate Supervisor's Name Julie Gilliam

Alternate Supervisor's Title Senior Instructional Technologist

E-mail Address jgilliam@ssw.umaryland.edu

Job Title Lab Assistant

Duties General Duties with SSW Computer and Media Center (light office, answer phones/direct calls, filing, working in MS office)

Assist students, faculty, & staff using PC's & A/V equipment (MS office applications, library and online resources, printing and scanning)

Assist Instructional Technologist with projects relating to Blackboard and other online teaching resources

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.