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 _____
(Full Name of Department)

Off-Campus Agency Center for Academic Success, Universities at Shady Grove
(Full Name of Agency)

Address 9630 Gudelsky Drive, Rockville, MD 20850

Telephone (301) 738-6315 Fax No. (301) 738-6070

Work Study Supervisor's Name Mary Gallagher

Work Study Supervisor's Title Coordinator

E-mail Address maryg@umd.edu

Alternate Supervisor's Name Dr. Isabell Cserno

Alternate Supervisor's Title Associate Director

E-mail Address cserno@umd.edu

Job Title Office Assistant

Duties Schedule appointments for students (face to face and on the phone); Collect and manage student information; Performing basic data entry analysis; Support other CAS staff with office tasks such as preparing for workshops and developing academic resources

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.