



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 School of Law/Communications and Events
(Full Name of Department)

Off-Campus Agency _____
(Full Name of Agency)

Address 500 West Baltimore Street, Baltimore, MD 21201

Telephone (410) 706-2012 Fax No. (410) 706-3039

Work Study Supervisor's Name Gynene Sullivan *Gynene Sullivan*

Work Study Supervisor's Title Asst. Director, Design & Production

E-mail Address gsullivan@law.umaryland.edu

Alternate Supervisor's Name Philip Smith

Alternate Supervisor's Title Director of Communication

E-mail Address plittle@law.umaryland.edu

Job Title Communications Specialist

Duties Assist the Office of Communications with data gathering and researching name, address and email information for different constituencies; perform web research; act as an editor in writing and organizing information for publications and the School of Law website; other duties as assigned.

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.