



UNIVERSITY of MARYLAND  
THE FOUNDING CAMPUS

Student Financial Assistance & Education

601 West Lombard Street Suite 221

Baltimore, MD 21201

410 706 7347 | 410 706 0824 FAX

ald@umaryland.edu

www.umaryland.edu

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 Medicine, Development Services Office

(Full Name of Department)

Off-Campus Agency \_\_\_\_\_

(Full Name of Agency)

Address 100 North Greene Street, 5th Floor

Telephone (410) 706-8669 Fax No. (410) 706-1183

Work Study Supervisor's Name Patricia Bates

Work Study Supervisor's Title Accountant

E-mail Address pbates@som.umaryland.edu

Alternate Supervisor's Name Irene Amoros/Jennifer Fisher

Alternate Supervisor's Title Associate Director of Development/Director of Development Services

E-mail Address iamoros@som.umaryland.edu / jfisher@som.umaryland.edu

Job Title Assistant for Development Services

Duties See attached

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.

DENTISTRY • LAW • MEDICINE • NURSING • PHARMACY • SOCIAL WORK • GRADUATE STUDIES

Work-Study Student Request Form

Duties:

This position will assist the Development Services Office. Duties may include researching people we have lost track of; assisting with the coordination of photo shoots; updating financial spreadsheets; helping with mailings to prospective donors; entering data in our donor database; drafting letters and other documents; making deliveries to other campus offices; inventorying promotional items; converting paper files to electronic; and other duties as assigned.

This position will require some handling of confidential material; therefore, the successful candidate(s) will be required to sign a confidentiality statement.