



**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 Physical Therapy and Rehabilitation Science  
(Full Name of Department)

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

Address 100 Penn Street, Suite 315, Baltimore, MD 21201

Telephone (410) 706-5200 Fax No. (410) 706-5221

Work Study Supervisor's Name Karen Sack

Work Study Supervisor's Title ksack@som.umaryland.edu

E-mail Address Administrator of Dept of PTRS

Alternate Supervisor's Name Surekha Vishwasrao

Alternate Supervisor's Title Director, Finance & Admin

E-mail Address svishwasrao@som.umaryland.edu

Job Title office assistant

Duties filing, data entry, scanning, making phone calls

\_\_\_\_\_  
 \_\_\_\_\_

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