



**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 UMSON Development & Alumni Relations
(Full Name of Department)

Off-Campus Agency _____
(Full Name of Agency)

Address 655 W. Lombard Street, 7th Floor

Telephone 410-706-7640 Fax No. 410-706-0399

Work Study Supervisor's Name Debra Modlin

Work Study Supervisor's Title Program Administrative Specialist

E-mail Address modlin@son.umaryland.edu

Alternate Supervisor's Name Cynthia Sikorski

Alternate Supervisor's Title Associate Director of Alumni Relations

E-mail Address sikorski@son.umaryland.edu

Job Title ~~Office Clerk~~ Student Assistant

Duties Clerical duties (typing and filing)
Merging, filing, printing letters and
envelopes, updating database, assisting with
events

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.