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 [X] No [ ]

UMB Department _____
(Full Name of Department)

Off-Campus Agency BALTIMORE READS, INC
(Full Name of Agency)

Address 31 SOUTH CALVERT ST, 4TH FL BALTIMORE MD 21218

Telephone 410-752-3595 Fax No. 410-752-9409

Work Study Supervisor's Name JEFFREY SPENCE

Work Study Supervisor's Title DIRECTOR, OPERATIONS

E-mail Address JSPENCE @ BALTIMOREREADS.ORG

Alternate Supervisor's Name MONIQUE HARRIS

Alternate Supervisor's Title DEPUTY DIRECTOR

E-mail Address MHARRIS @ BALTIMOREREADS.ORG

Job Title OUTREACH COORDINATOR

Duties MANAGE PROGRAM'S COMMUNITY OUTREACH EFFORTS IN AID OF FALL STUDENT RECRUITMENT

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