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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 _____
(Full Name of Department)

Off-Campus Agency Baltimore Reads, Inc.
(Full Name of Agency)

Address 31 S. Calvert Street, 4th Floor Baltimore, MD 21202

Telephone (410) 752-3595 Fax No. (410) 752-9049

Work Study Supervisor's Name Jeff 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 Development Assistant

Duties Assist senior staff with financial development operations including donor solicitations/appeals, donation tracking, grantwriting and donor development.

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.

P.02/03