



**UNIVERSITY OF MARYLAND
SUMMER 2011/FALL 2011/SPRING 2012
FEDERAL WORK-STUDY STUDENT REQUEST
(Supervisor's On-line Orientation must be completed)
<http://www.umaryland.edu/fin/workstudy/index.html>**

Could this work-site be considered as Community Service? Yes No

UMB Department Office of External Affairs, Resource Management
(Full Name of Department)

Off-Campus Agency _____
(Full Name of Agency)

Address 620 W. Lexington Street, 2nd Floor

Telephone 410-706-4385 Fax No. 410-706-0338

Work Study Supervisor's Name Jain Wright

Work Study Supervisor's Title Director, Gift Administration

E-mail Address jwright@umaryland.edu

Alternate Supervisor's Name Kathi Paradiso

Alternate Supervisor's Title Asst. Director, Gift Administration

E-mail Address kparadiso1@umaryland.edu

Job Title _____

Duties Assist with gift administration tasks - preparing deposits; pledge entry into database; scanning gift and pledge documents, fundraising reports and planned gifts; database maintenance

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.