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 Auxiliary services/OneCard Office
(Full Name of Department)

Off-Campus Agency _____
(Full Name of Agency)

Address 621 West Lombard St/Room 002 Baltimore,MD,21201

Telephone (410) 706-6943 Fax No. (410) 706-4157

Work Study Supervisor's Name Joe Drasal

Work Study Supervisor's Title Lan Admin.

E-mail Address jdrasal@umaryland.edu

Alternate Supervisor's Name Eric Jones

Alternate Supervisor's Title Program Management Specialist

E-mail Address ejones@umaryland.edu

Job Title Front Desk Attendant

Duties Answer phones,produce I.D. badges,all other duties assigned
Work hours are 8:30-5:00 Monday-Friday

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.