



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 Office of Student Development and Leadership
(Full Name of Department)

Off-Campus Agency _____
(Full Name of Agency)

Address Suite 302, BMC Campus Center

Telephone 410-706-7117 Fax No. 410-706-0265

Work Study Supervisor's Name Cynthia Rice

Work Study Supervisor's Title Director

E-mail Address crice@umaryland.edu

Alternate Supervisor's Name Laura Dickman

Alternate Supervisor's Title Office Manager

E-mail Address ldick@umaryland.edu

Job Title Electronic Media Specialist

Duties Maintain and enhance the office's website in accordance with the department's identity and using UMB's content management system; establish and maintain social media outlets for the department; assist with development and maintenance of university-wide student

Number of students requested to perform duties described above 2-3 (over)
(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.