



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 School of Pharmacy
(Full Name of Department)

Off-Campus Agency _____
(Full Name of Agency)

Address 20 N. Pine Street

Telephone (410) 706-5583 Fax No. (410) 706-2158

Work Study Supervisor's Name Ann Bonaparte

Work Study Supervisor's Title Office Manager, Enrollment Management

E-mail Address abonapar@rx.umaryland.edu

Alternate Supervisor's Name Margaret Hayes

Alternate Supervisor's Title Director, Strategic Initiatives

E-mail Address Mhayes@rx.umaryland.edu

Job Title Office Assistant

Duties file, photo copy, data entry, act as receptionist, triage calls and visitors

able to follow instructions on other duties and tasks, as requested; run errands as needed

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

DENTISTRY * LAW * MEDICINE * NURSING * PHARMACY * SOCIAL WORK * GRADUATE STUDIES