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 Social Work Community Outreach Services (SWCOS) /Admissions
(Full Name of Department)

Off-Campus Agency _____
(Full Name of Agency)

Address 525 W. Redwood Street, Baltimore, MD 21201 (Room 1E21)

Telephone (410) 706-1882 Fax No. (410) 706-4455

Work Study Supervisor's Name Effie Seaborn

Work Study Supervisor's Title Office Supervisor

E-mail Address elewis@ssw.umaryland.edu

Alternate Supervisor's Name Ali-Sha Alleman / Marianne Wood

Alternate Supervisor's Title Assistant Director / Dean of Admissions

E-mail Address aalleman@ssw.umaryland.edu / mwood@ssw.umaryland.edu

Job Title Clerical (Office Worker)

Duties Working in the SWCOS/Admissions Office performing clerical duties.
Taking prospective and incoming students on tour of the SSW and campus.
Also talking to prospective students during informational seminars and other duties as related.

Number of students requested to perform duties described above 4
(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.