

UNIVERSITY OF MARYLAND  
SUMMER 2023/FALL 2023/SPRING 2024  
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST(Supervisor's On-line Orientation and Supervisor Acknowledgement Checklist must also be completed) <http://www.umaryland.edu/workstudy>**TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR****Please attach a job description for this FWS position.**Could this work-site be considered as Community Service? Yes \_\_\_ No ☒UMB Department OFFICE of The PROVOST  
(Full Name of Department)Off-Campus Agency \_\_\_\_\_  
(Full Name of Agency- For Off-Campus Positions Only)Address SARATOGA BUILDING 220 ARCH ST. GROUND FLOORTelephone 410-245-4020 Fax No. \_\_\_\_\_Work Study Supervisor's Full Name NICHOLAS W. KOUWENHOVENWork Study Supervisor's Title EXECUTIVE DIRECTOR, ACADEMY of Lifelong LearningE-mail Address NKOUWENHOVEN@UMARYLAND.EDUAlternate Supervisor's Full Name COURTNEY CRESNICKAlternate Supervisor's Title DIRECTOR, ACADEMIC ADMINISTRATIONE-mail Address CRESNICK@UMARYLAND.EDUJob Title CHAPERONEJob Function: \_\_\_ Technical \_\_\_ Administrative \_\_\_ Research Lab \_\_\_ Research Clinical ☒ Tutor \_\_\_ Program Admin.

Completion of this request form does not guarantee the department/agency will have a Federal Work-Study student employee. The person who signs this form must also sign the student's Job Certification Form and approve the biweekly payroll timesheets. If a student exceeds their maximum FWS award, the supervisor's department is responsible for paying 100 percent of the over award.

Return completed form to:E-Mail: [FWS@umaryland.edu](mailto:FWS@umaryland.edu)

Phone: 410-706-7347

Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;  
Baltimore, MD 21201

# University of Maryland Baltimore

## Academy of Lifelong Learning Literacy Tutoring Chaperone Description Spring 2024

Work with elementary and middle school students 3 days a week and make a difference! The Program will be delivered on the UMB Campus in the Saratoga Building at 220 Arch Street. A Tutoring Chaperone in the UMB Academy of Lifelong Learning Literacy Tutoring Program will have the following responsibilities:

Mondays, Tuesdays and Thursdays from March 4 through May 16 for the Spring Literacy Tutoring Session. From 3:00 PM to 5:30 PM each of these days.

Job functions include:

- Assist with room set up as needed (placing materials on the tables)
- Ride the bus with the Program Supervisor and schoolchildren from their school to the UMB Saratoga Building
- Escort students to the first floor location for tutoring within the Saratoga Building
- During the tutoring sessions, being there to assist with distribution of snacks, helping the students get in and out of the bathrooms , and sitting at a table with those whose guardians may be late for pick-up.
- Help with room clean up from 5:15 – 5:30

### OTHER JOB REQUIREMENTS:

- Must understand that all children can learn.
- Must demonstrate positive and enthusiastic attitude
- Background Check

### COMPENSATION:

- The position pays on an hourly basis

CONTACT PERSON: Nick Kouwenhoven. [nkouwenhoven@umaryland.edu](mailto:nkouwenhoven@umaryland.edu)

A link to apply: