

UNIVERSITY OF MARYLAND
SUMMER 2018/FALL 2018/SPRING 2019
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST
(Supervisor's On-line Orientation must 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 X

UMB Department University Student Financial Assistance
(Full Name of Department)

Off-Campus Agency _____
(Full Name of Agency)

Address 601 West Lombard Street, Suite 221, Baltimore, MD 21201

Telephone (410) 706-7347 Fax No. (410) 706-0824

Work Study Supervisor's Full Name Darissa Monroe

Work Study Supervisor's Title Director, Student Employment

E-mail Address dmonroe@umaryland.edu

Alternate Supervisor's Full Name Patricia Scott

Alternate Supervisor's Title AUP

E-mail Address _____

Job Title Financial Aid Assistant Administrator

Job Function: ___ Technical X Administrative ___ Research Lab ___ Research Clinical ___ Tutor ___ Program Admin.

Duties Administrative duties which includes data entry, filing, answering phones, and opening incoming mail. Additional duties may include assisting staff with statistical reports, orientations, exit interviews, workshops, and other duties as needed.

Positions to Fill: 3 positions

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 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:

Student Employment Office; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: fws@umaryland.edu URL: www.umaryland.edu/workstudy



UNIVERSITY of MARYLAND
THE FOUNDING CAMPUS

Darissa Monroe
Director, Student Employment

Office of Student Financial Assistance & Education
601 West Lombard Street, Suite 221
Baltimore, MD 21201
410 706 6135

Student-Employment@umaryland.edu
www.umaryland.edu/fln/

Financial Aid Assistant Administrator – Federal Work Study Position

The Office of Student Financial Assistance & Education at University of Maryland, Baltimore is looking for enthusiastic, customer-service oriented students for a Federal Work Study paid position as a Financial Aid Assistant Administrator. The Office of Student Financial Assistance & Education FWS student employees will assist in daily administrative duties and customer service based interaction.

Responsibilities will include; data entry, filing, answering phones, opening received mail, and assisting with student inquiries. Students may also have the opportunity to assist staff with statistical studies, orientations, exit interviews, and financial aid workshops.

We encourage applicants who are detailed-oriented and have experience with customer service to apply.

Please submit applications via email to Student-Employment@umaryland.edu.

Application must include:

1. Resume
2. Class Schedule