

UNIVERSITY OF MARYLAND
SUMMER 2017/FALL 2017/SPRING 2018
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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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	Yvette Gregory	
Alternate Supervisor's Title	FWS Coordinator	
E-mail Address	ygregory@umaryland.edu	
Job Title	Financial Aid Assistant Administrator	
Job Function:	<input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Research Lab <input type="checkbox"/> Research Clinical <input type="checkbox"/> Tutor <input type="checkbox"/> Program Admin.	
Duties	Administrative duties which includes data entry, filing, answering phones, and opening mailings. Additional duties may include assisting staff with statistical studies, orientations, exit interviews, student inquiries, workshops, and other duties as needed.	
**Quantity to Fill: 4 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 Financial Assistance & Education; 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



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/fin/

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