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 ☐ No ✓

UMB Department Office of Medical Education, School of Medicine
(Full Name of Department)

Off-Campus Agency ______________________________
(Full Name of Agency)

Address 685 West Baltimore Street, HSF - 1 Rm 130 Baltimore, Md 21201

Telephone (410) 706-7669 Fax No. (410) 706-7607

Work Study Supervisor’s Full Name Jennifer Llewellyn

Work Study Supervisor’s Title Academic Support Coordinator

E-mail Address jllewellyn@som.umaryland.edu

Alternate Supervisor’s Full Name Donna Reynolds

Alternate Supervisor’s Title Executive Administrative Assistant

E-mail Address dreynolds@som.umaryland.edu

Job Title Tutor

Job Function: ☐ Technical ☐ Administrative ☐ Research Lab ☐ Research Clinical ✓ Tutor ☐ Program Admin.

Duties: Providing academic and study skills support; scheduling individual
and group study sessions; providing office hours, exam review sessions and optional
information sessions.

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: fes@umaryland.edu URL: www.umaryland.edu/workstudy
Tutor

Qualifications:
- Current second, third or fourth year medical student
- Proven academic success
- Understanding of best studying practices
- Supportive attitude
- Flexibility in perspective of how medical students can be successful
- Ability to work with students one-on-one and in small groups
- Reliability

Responsibilities:
- Provide academic support (both on content and studying techniques) during posted office hours
- Respond to emails of students requesting support
- Optional development of academic success workshops